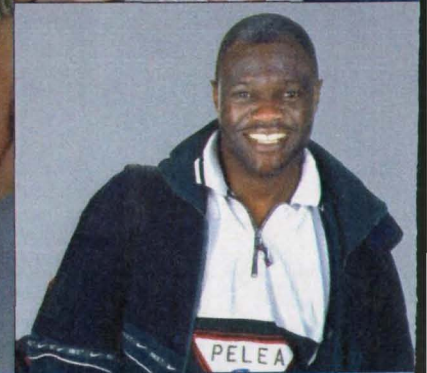
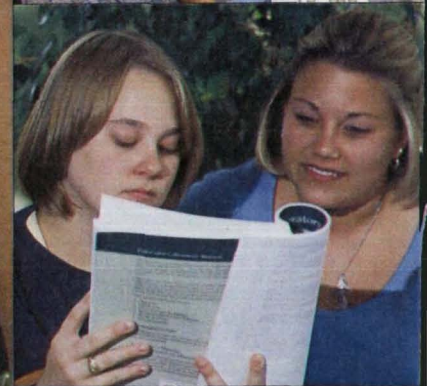
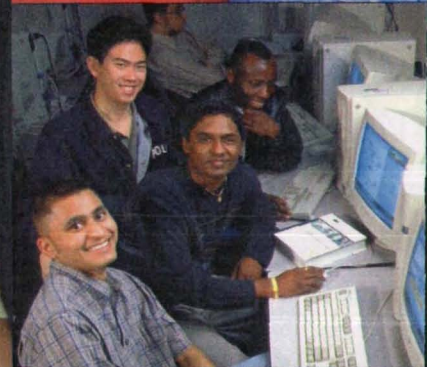
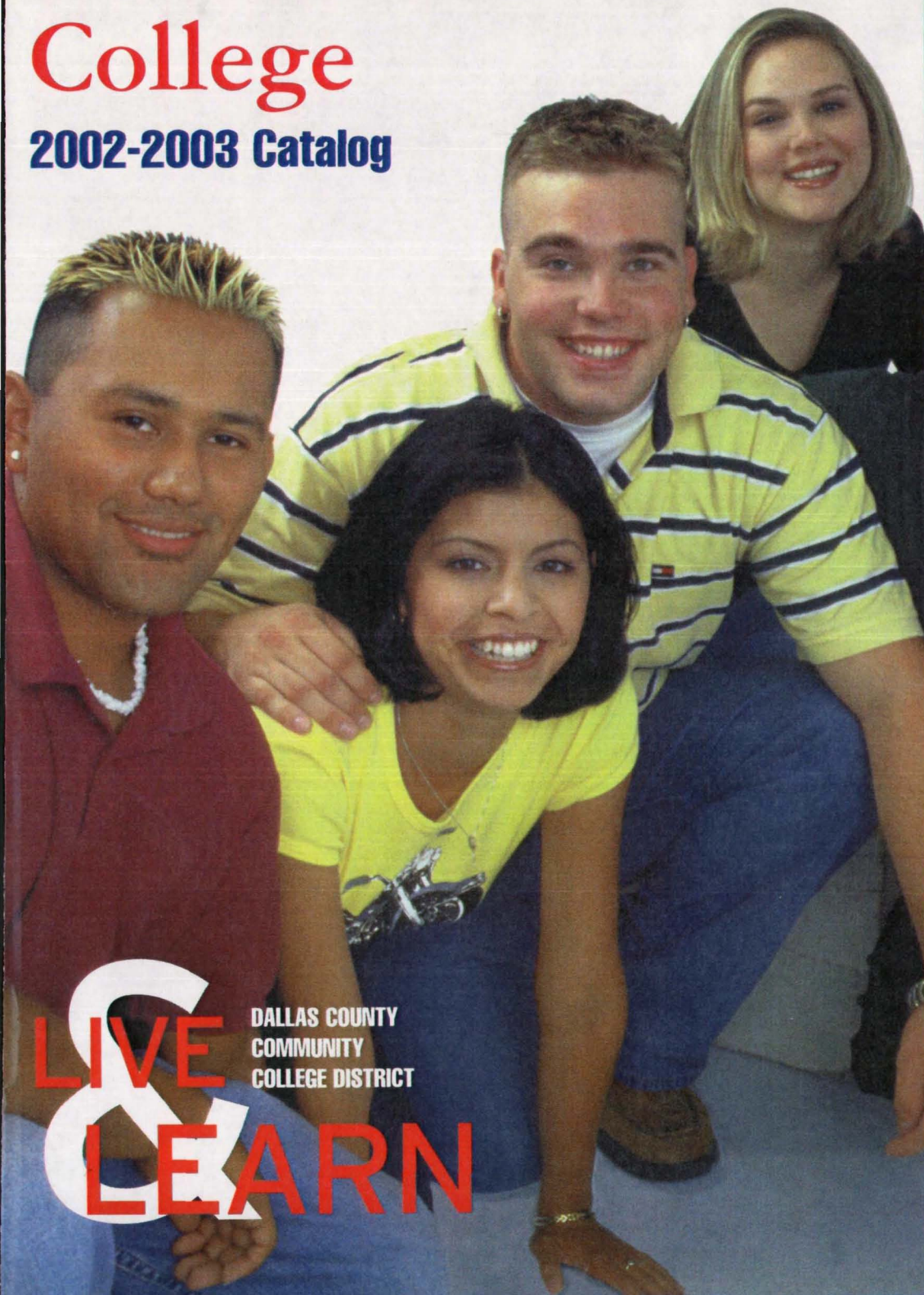


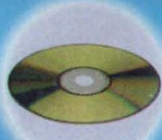
Richland College

2002-2003 Catalog



**LIVE
&
LEARN**

DALLAS COUNTY
COMMUNITY
COLLEGE DISTRICT



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document.**

Beginning College

**It's as easy
as 1-2-3**

1. Apply to be admitted to the college.

Complete an application for admission. Applying early is a good idea. Your place in registration is determined by the date you apply. An early start also ensures you have plenty of time to visit with an advisor to plan your course schedule. There are several convenient ways to get an application and apply:

- Come by the campus and fill out your application in person.
- Get your application by mail. Just call, toll-free, metro 817-COLLEGE and we'll send you an application and other information you would like about the college.
- Apply on-line at our website at www.richlandcollege.edu

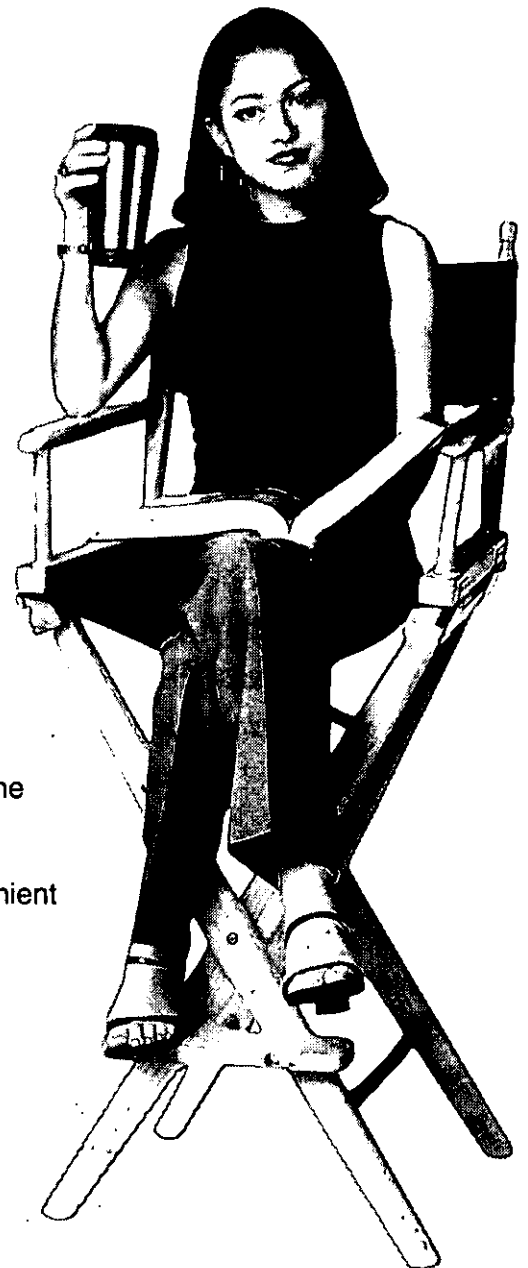
2. See your Richland College advisor.

See a Richland College advisor for academic assistance and for required or recommended assessment of your skills.

3. Register for classes.

After you apply and are accepted for admission to the college, then visit with your academic advisor, you will be able to register for the courses you choose using one of several methods:

- In-person registration during regular registration times, the week before the semester begins
- By telephone--Telephone registration is easy and convenient
- Or register online through our website at www.richlandcollege.edu



2002-2003 Catalog



*We are glad you decided to take a look at what **Richland College** has to offer you. Our goal is to serve Dallas County with excellent learning opportunities that are accessible, affordable and accredited. We've been serving learners like you since 1972, teaching you what you need to know to be successful at work, at home, and at play. That's what we're all about.*

You are invited to visit the Richland College campus, located:

12800 Abrams Road
Dallas, Texas 75243
Telephone 972/238-6194

Richland College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

This catalog contains policy regulations and procedures in existence at the time this publication went to press. Richland College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures and applicable state and federal regulations. This catalog is for information purposes and does not constitute a contract, express or implied, between any applicant, student or faculty member and Richland College of the Dallas County Community College District.

Educational opportunities are offered by the Richland College without regard to race, color, age, national origin, religion, gender or disability.

Please Note:

This printed catalog is produced for your convenience. However the official catalog of the DCCCD is available online at: www.richlandcollege.edu along with other important information about the colleges.

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Accounting
Business Administration
Computer Information Technology
Educational Personnel
Electronic Commerce
Engineering Technology
International Business and Trade
Management
Multimedia Technology
Office Technology
Ornamental Horticulture
Real Estate
Semiconductor Technology
Travel, Exposition and Meeting Management

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Application for Admission

Academic Calendar

Mini-semesters, flexible-entry classes, and other alternative schedules may be offered between or during regular semesters by some of the Dallas County Community Colleges. Please contact individual colleges for class and registration schedules.

Fall Semester, 2002

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the class schedule or website for registration times.

August 19 (M)	Faculty reports
August 20-24 (T-S)	Regular registration
August 24 (S)	TASP test administered
August 26-27 (M-T)	Late registration
August 26 (M)	Classes begin
September 2 (M)	Labor Day holiday
September 9 (M)	12th class day
November 9 (S)	TASP test administered
November 14 (R)	Last day to withdraw with a grade of "W"
November 28 (R)	Thanksgiving holidays begin
December 2 (M)	Classes resume
December 9-12 (M-R)	Final exams
December 12 (R)	Semester closes
December 16 (M)	Grades due in Registrar's Office by 10 a.m.
December 24 (T)	College buildings and offices close for the holidays at end of workday

Winter Term, 2002/2003

Note: Registration for the Winter Term begins November 12th.

December 16 (M)	Classes begin
December 20 (F)	Final class day before Winter Break
January 2 (R)	Classes resume
January 8 (W)	Semester closes

Spring Semester, 2003

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Early registration for the Spring Semester begins November 12th.

January 2 (R)	College buildings and offices open
January 6 (M)	Faculty reports
January 7-11 (T-S)	Regular registration
January 13 (M)	Classes begin
January 13-14 (M-T)	Late registration
January 20 (M)	Martin Luther King, Jr. Day holiday
January 27 (M)	12th class day
February 20 (R)	District Conference Day, faculty and administrators
February 21 (F)	Faculty professional development (TCCTA)
March 1 (S)	TASP test administered
March 10 (M)	Spring Break begins
March 13 (R)	District Conference Day, professional support staff
March 14 (F)	Spring holiday for all employees
March 17 (M)	Classes resume

Spring Semester, 2003 (continued)

April 10 (R)	Last day to withdraw with a grade of "W"
April 18 (F)	Holiday begins
April 21 (M)	Classes resume
April 26 (S)	TASP test administered
May 5-8 (M-R)	Final exams
May 8 (R)	Semester closes
May 8 (R)	Graduation
May 12 (M)	Grades due in Registrar's Office by 10 a.m.

May Term, 2003

Note: Registration for the May Term begins April 15th.

May 14 (W)	Classes begin
May 30 (F)	Semester closes

Summer Sessions, 2003

Note: Please see the class schedule or website for updated times, dates & locations. Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the class schedule or website for registration times.

First Summer Session

(Based on a 4-day class week plus 1st Friday)

May 26 (M)	Memorial Day holiday
May 28-29 (W-R)	Regular Registration
June 2 (M)	Classes begin
June 2 (M)	Late registration
June 5 (R)	4th class day
June 6 (F)	Class day (1st Friday class meeting)
June 19 (R)	Last day to withdraw with a grade of "W"
June 21 (S)	TASP test administered
July 2 (W)	Final exams
July 2 (W)	Semester closes
July 4 (F)	Fourth of July holiday
July 7 (M)	Grades due in Registrar's Office by 10 a.m.

Second Summer Session

(Based on 5 day class week)

July 7 (M)	Regular Registration
July 8 (T)	Classes begin
July 8 (T)	Late registration
July 11 (F)	Class day (1st Friday class meeting)
July 11 (F)	4th class day
July 26 (S)	TASP test administered
July 31 (R)	Last day to withdraw with a grade of "W"
August 1 (R)	Final exams/Semester closes
August 11 (M)	Grades due in Registrar's Office by 10 a.m.

RICHLAND COLLEGE

A challenging educational experience awaits students at Richland College, where a dedicated faculty, innovative programs, functional campus design and the beauty of nature combine to create an exciting learning environment.

Richland was the fourth of seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 12,000 college credit students and 8,000 non-credit continuing education students each semester.

A comprehensive curriculum with a variety of flexible formats is offered at Richland including academic transfer programs, career programs and non-credit continuing education courses. In addition, the college offers:

- Fast-track degree program
- Honors courses and an Honors Scholar program
- Global Studies and Global Scholar program
- World Language Division
- Multicultural Center
- Adult Resource Center
- Career Information & Placement Services
- Center for Independent Study
- Disability Services
- American English & Culture Institute

The Campus

Richland is located on 243 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with a demonstration garden, and a planetarium. The campus athletic complex includes an outdoor swimming pool and a fitness center.

Richland College Statement of Purpose

The purpose of Richland College/DCCCD is to equip students for successful living and responsible citizenship in a rapidly changing local, national and world community. We do this by providing accessible, accredited, affordable, cost-effective, quality educational opportunities for the development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. In fulfilling our purpose, we further cultural, economic and workforce development in the communities we serve. In all our efforts, Richland strives to meet the needs and exceed the expectations of those the college serves.

Accreditation

Richland College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the associate degree.

STUDENT SERVICES

Enrollment Planning	972-238-6106
Advising Center	972-238-3767
Student Records Office	972-238-6111
Accounting Services	972-238-6277
Adult Resource Center	972-238-6331
Career Information & Placement Center	972-238-6921
Cashier Services	972-238-6206
College Police	972-238-6911
Center for Tutoring & Learning Connections	972-238-6226
Crisis Counseling	(pager) 214-332-0794
Disability Services (Voice/TTY)	972-238-6180
Emeritus Program	972-238-6393
English as a Second Language Lab	972-238-6901

American English & Culture Institute	214-915-4800
Financial Aid	972-238-6188
Global Studies	972-238-6110
Health Center	972-238-6135
Honors Program	972-238-6322
International Programs/Studies Abroad	972-238-6301
Library (LRC)	972-238-6081
Multicultural Center	972-238-6900
School Alliances	972-238-6161
Student Programs (SPAR)	972-238-6130
Testing/TASP Information	972-238-6160
TRIO Grant	972-238-6159

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Business and Professions	Mike Ross	972-238-6210
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Human and Academic Development	Mary Darin	972-238-6230
Humanities	George Massingale	972-238-6250
Math/Science/Behavioral Sciences	Ray Canham	972-238-6248
Physical Education	Mike Miles	972-238-6260
World Languages, Cultures, Communications	Jean Conway	972-238-6900
Adjunct Faculty Office	Tom McLaughlin	972-238-6140
Continuing Education/Workforce Development	Kay Eggleston	972-238-6361
Skills Training Center/Corporate Services	Mehrdad Haroutunian	972-669-0901

RICHLAND COLLEGE

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West Texas State University, B.S.; University of North Texas, M.L.S.	
Joiner, Pat	International Business
University of North Texas, B.B.A.; M.B.A. Southern Methodist University, M.L.A.	
Jones, Becky	Office Tech. Program Coord.
University of Nebraska, B.S.; M.Ed.	
Jones, Glida	Asst. to VP Student Dev./Adult Resource Center Admin.
University of Texas at Dallas, B.A.; Amber University, M.A.	
Jones, Sue	Psychology/Physical Education
Nebraska Wesleyan Univ., B.A.; Southern Methodist Univ., M.A.; Texas Womens Univ., Ph.D.	
Kesterson, R. Brent	Dean, Technical Education
Oklahoma Baptist Univ., B.A.; Southern Seminary, M.R.E.	
Kohan, Stan	Electronics & Semiconductor Manufacturing
University of Illinois, B.S.; State University of New York, M.S.	
Lambert, James W.	Media Consultant, Audio Video
Northwestern State College, B.S.; Indiana University, M.S.	
Lewis, Marjorie H.	Journalism/Developmental Writing
Arizona State University, B.S.; University of Texas at Arlington, M.A.	
Lester, Carole	Associate Dean, Academic Enrichment
Richland College, A.A.; University of Texas at Dallas, B.A.; M.A.; University of North Texas, Ph.D.	
Little, Peggy	German
Indiana University, B.A., M.A.T.	
Lopez, Oscar M.	Associate Dean, Student Support Services
Cisco Junior College, A.A.; University of Texas, Austin, B.A.; Our Lady of the Lake University, M.A.	
Lott, Kenneth	Mathematics
University of Texas, Austin, B.A.; University of North Texas, M.S.	
Loucas, Wayne	Photography
Miami-Dade Community College, A.A.; Florida International University, B.S.; University of South Florida, M.F.A.	
Luter, Edward C.	English
University of Dallas, B.A.; University of Miami, M.A.	
Mandernach, Charles G.	English
University of Northern Iowa, B.A.; Eastman School of Music, M.M.	
Marion, Tommy	Teaching Administrator, Spanish
Southern Methodist University, B.A.; M.A.	
Marrero, Miguel	Latino/Latin-American/Caribbean Literature & Culture
University of Texas, B.A.; Universidad de Puerto Rico, M.A.; Penn State University, M.A.	
Martinez, Fred	Counselor
University of Dallas, B.A., M.Div.	
Massingale, George W.	Division Dean, Humanities
Northeast Louisiana University, B.A., M.M.E.; University of North Texas, Ph.D.	
Matlock, Jerry L.	Developmental Mathematics
University of Texas, Austin, B.A.; East Texas State University, M.S.	
Matter, William W.	English
Texas Tech University, B.A., M.A., Ph.D.	
May, Gwen	Computer Science/Computer Information Systems
Oklahoma State University, B.S.; University of Texas, Dallas, M.A.T.	
McElveen, Jerry D.	English
Southeastern Louisiana University, B.A.; Louisiana State University, M.A.	
McKay, Lynda	Engineering Technology
East Texas State University, B.S.	
McLaughlin, Thomas A.	Dean of Student Support Services
Coalinga College, A.A.; Wisconsin State University, B.S.; Southern Illinois University, M.S.	
McQueen, Steffani	Physical Education
Richland College, A.A.; Univ. of North Texas, B.S.; East Texas State Univ., M.S., Ed.D.	
Miles, John Mike	Physical Education
Southern Illinois University, B.S.; New Mexico State University, M.A.	
Miller, Susan J.	Mathematics
Austin College, B.A.; Southern Methodist University, M.S.	
Mims, Robert L. Jr.	Geology
University of Texas at El Paso, B.S., M.S.; Texas A&M Commerce, M.S., Ed.D.	
Mittelstet, Stephen K.	President
McMurry College, B.A.; University of Texas, Austin, Ph.D.	
Morable, Linda R.	Management
Texas Woman's University, B.S., M.B.A.; Florida State University, Ph.D.	
Mosley, Joe	Developmental Writing
Texas Tech University, B.A.; University of Arkansas, M.A.	
Motley, Tom D.	Art
University of Texas, Arlington, B.F.A.; University of Dallas, M.A., M.F.A.	
Murchison, Royce K.	English
Texas A&M University, B.A.; Southern Methodist University, M.L.A.; University of Texas at Arlington, Ph.D.	
Muyskens-Parrott, Lois Anne	Humanities/Art
Dakota Wesleyan University, B.A.; University of North Texas, M.Ed.; East Texas State University, Ph.D.	
Neal, William B.	Physical Education
Hiram College, B.A.; Southern Methodist University, M.S.	
Newbury, Fred	Economics
Howard Payne University, B.A.; University of North Texas, M.Ed., Ed.D.	
Nixon, Eva Higgs	Educational Personnel
East Texas State University, B.S.; Amber University, M.A.; Texas A&M University-Commerce, M.S.	
Northcut, Mary N.	English
University of Texas, Arlington, B.A.; Southern Methodist University, M.A.; Texas Christian University, Ph.D.	

Nunley, John Parker	Anthropology
University of Texas, Austin, B.A., M.A.;	
Southern Methodist University, M.A., Ph.D.	
O'Connor, Linda	Biology
University of Texas, Austin, B.A.; Southern Methodist University, M.A.	
Ohihausen, Orlan D.	Mathematics
Abilene Christian University, B.A., M.A.	
Osentowski, Mary	Speech
Univ. of Nebraska, Kearney, B.A.; University of North Texas, M.S., Ph.D.	
Paez, Lee	English as a Second Language
University of the Americas, B.A.;	
West University College of Graduate Studies, M.A.;	
University of North Texas, Ph.D.	
Parrish, Marela Hines	Director, Career Services/Tech. Advising
Livingstone College, B.S.; Our Lady of the Lake University, M.A.	
Pascal, Nanette	Spanish/Director, Special Projects
Texas Woman's Univ., M.A.; Villanova University, Havana, Cuba, Ph.D.;	
East Texas State University, Ph.D.	
Penner, Gary	Mathematics
Nebraska State Teacher's College, B.S.; University of Illinois, M.A.	
Perez-Ramos, Sara	Biology/Chemistry
University of Puerto Rico, B.S.; Texas A&M University, M.S., Ph.D.	
Perkins, Dan G.	Psychology
Canton Community College, A.A.; Bradley University, B.S., M.A.;	
University of North Texas, Ph.D.	
Peterson, Jane E.	English
Bethel College, B.A.; University of Arkansas, M.A., Ph.D.	
Pilcher, Rose Marie	Accounting
Tyler Junior College, A.S.; University of North Texas, B.B.A., M.B.E.	
Polk, Larry	Counselor
Texas A&M-Commerce, B.A., M.S.	
Poubian, Maurice	French
University of Manitoba, M.A.; Sorbonne Nouvelle, M.A.	
Price, Jack Randall	Psychology
University of North Texas, B.S., M.S., Ph.D.	
Rager, Ernest F.	Humanities
University of North Texas, B.M.; University of Illinois, M.S.	
Remington, Jeana	Associate Dean, Intensive English Programs
Colorado Christian University, B.A.; Amber University, M.A.	
Reynolds, Jackie S.	Biology
Texas A&M, B.S.; University of Hawaii, M.S.	
Ricks, Gay S.	Counselor
East Texas State University, B.S., M.S.	
Riley, Dwight	Accounting
East Texas State University, B.A.; B.B.A.;	
University of Texas, Arlington, M.S.T.	
Ritter, John T.	Physics
University of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.	
Rojas, Maria	Spanish
Universidad de Madrid, B.A.; University of Texas, Arlington, M.A.	
Rosenbalm, Whitney	Director of Public Information
University of Texas at Arlington, B.A.	
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East Texas State University, B.S., M.S.	
Ruiz-Esparza, Deborah A.	Theatre
University of North Texas, B.S.; University of Texas, M.F.A.	
Schroeder, Al	Computer Information Systems
Southwest Texas State University, B.S.;	
Western Michigan University, M.A.; East Texas State University, M.B.A.	
Sconce, Evelyn	Management
George Mason College, University of Virginia, B.A.;	
University of Missouri, M.A.; East Texas State University, Ph.D.	
Seaton, Sharon	Computer Info. Systems
University of North Texas, B.M.Ed.; M.M.Ed.	
Shane, Tim	Training Consultant
Eastfield College, A.A.; Texas Christian University, B.F.A.	
Sheffield, Charles	Theater Design
University of Texas, Austin, B.F.A., M.F.A.	
Shepard, Scott M.	English
University of Maine, B.A.; M.A.; Bowling Green University, Ph.D.	
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Richland College, A.A.	
Shorow, David	Economics
Casper College, A.B.S.; Texas Christian University, B.B.A., M.B.A.	
Slonecker, William G.	Engineering Technology/Humanities
Olympic College, A.A.; Oregon State University, B.S., M.A.	
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Richland College, A.A.S.; University of Texas, Dallas, B.A.	
Spence, Patricia R.	English/Speech/Film
Queens College, N.Y., B.A.; University of Wisconsin, M.A.	
Stanco, Joe	Teaching Adm., Honors
University of Dallas, B.A.; University of Texas at Austin, M.A.	
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State University of New York, Buffalo, B.S.; Texas Tech University, M.S.	
Stone, Louis R.	Physical Education
Abilene Christian University, B.S.E., M.E.	
Stover, James W.	Art
Baylor University, B.F.A.; Columbia University, M.A.;	
Texas Woman's University, M.F.A.	
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Duquesne University, B.A.; University of Pittsburgh, M.Ed.	
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University of Houston, B.A., Southern Methodist University, M.A.;	
University of North Texas, M.Ed.	
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Illinois State University, B.S.; Texas A&M-Commerce, M.S., Ed.D.	
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University of Alabama, B.S., M.A.; University of North Texas, Ph.D.	
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State University of New York, Buffalo, B.A.;	
University of North Texas, M.Ed., Ph.D.	
Tian, Jimin	Mathematics
Nanjing University, B.S.; Washington State University, M.S., Ph.D.	
Tinnin, Joe	Psychology
Southern Methodist University, B.A.; Texas Christian University, M.A.	
Tinsley, Sam	Developmental Math
Ouachita Baptist University, B.S.; University of Mississippi, M.S., Ph.D.	
Trickel, John A.	American History
University of Tulsa, B.A., M.A.; University of North Texas, Ed.D.	
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University of Arkansas, B.A.; M.Ed.	
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Metropolitan State College of Denver, B.S.; Amber University, M.A.	
Vu, Hiev	Computer Science
North Dakota State University, B.S.; Texas A&M, Commerce, M.S.	
Vera, Fonda	Assistant Dean, Research & Planning
Univ. of Texas at Arlington, B.A., M.A.	
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Texas Tech Univ., B.S., M.A.	
Wallace, Brandon	Electronics
Prairie View A&M University, B.S.; Southern Methodist University, M.S.	
Wallace, Jerry D.	Music
Texas Christian University, B.M., M.A.; University of North Texas, Ph.D.	
Warwick, Noreen M.	Political Science
Southern Methodist University, B.A., M.A.	
Waterman, Randy T.	Business
University of North Texas, B.S., M.B.E.	
Weaver, Melinda	Associate Dean, Skills Training Center
Wooster College, B.A.Ed.; Butler University, M.S.Ed.	
Wharton, Joseph	Athletics/Physical Ed.
Baylor University, B.B.A.; Texas A&M-Commerce, M.S.	
Williams, Joselle	Computer Information Systems
University of Texas, Austin, B.A.; Amber University, M.B.A.	
Williams, Joyce	Dean, Continuing Education
Mississippi Valley College, B.S.; Delta State University, M.Ed.	
Williams, Rebecca	Chemistry
Louisiana State University, B.S.; Southern Methodist University, M.S.	
Wood, Hugh G.	Western Civilization/U.S. History
Western State College, B.A.; University of Colorado, M.A., Ph.D.	
Ximenez, David	Director, Financial Aid
University of Texas, San Antonio, B.B.A.;	
Our Lady of the Lake University, M.B.A.	
Yates, Kathryn	Government/Studies Abroad
Midwestern State University, B.A., M.A.	
Young, Gordon D.	Art
University of Nebraska, B. F.A.; Tulane University, M.F.A.	
Zackery, Denise	Project Leader
University of Texas at Dallas, B.A.	
Zimmermann, Patricia	Computer Science
University of Texas, Austin, B.A., M.A.	

General Information

GUARANTEES OFFERED BY RICHLAND COLLEGE

Guarantee for Job Competency

Richland College makes certain guarantees to its students who earn its Associate in Applied Sciences degree or who complete a certificate program. If an Associate in Applied Science or Certificate Program graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree or certificate program, the graduate will be provided up to nine tuition-free hours of additional skill training by Richland under the conditions of the guarantee policy. Special conditions, which apply to the guarantee, are as follows:

- The graduate must have earned the Associate in Applied Science Degree or completed the certificate program beginning May 1992, or thereafter in a Technical program identified in the Richland catalog.
- The graduate must have completed this degree or certificate program in the DCCCD (with a majority of the credits being earned at the Richland College) and must have completed the degree or certificate within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President for Student Learning.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by Richland College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- The student's sole remedy against Richland College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
- The program can be initiated through written contact with the office of the Richland College president.

Guarantee For Transfer Credit

Richland College guarantees to its Associate in Arts and Associate in Sciences graduates the transferability of course credit to Texas public colleges and universities. Students pursuing these degrees will complete the college's core curriculum of 48 credit hours. By Texas State Law, the entire core will transfer as a bloc to all Texas public colleges and universities to take the place of the core curriculum of the receiving transfer institution. Students should work closely with an advisor in the choice of electives to ensure that the transfer institution has cooperated with the college in the development of Transfer Guides that clearly indicate how the university accepts the selected elective courses in transfer.



Another means of ensuring the transferability and applicability of all courses within an Associate in Arts or an Associate in Sciences is to follow specific degree plans in specific majors that are called Field of Study. A Field of Study plan has the approval of the Texas Higher Education Coordinating Board. The entire plan of courses is designed to transfer as a bloc of courses to all Texas public colleges and universities when the student majors in the specific Field of Study at the transfer institution.

Richland College guarantees the transferability of course credit to private and out-of-state colleges and universities when the student pursues the Associate in College/University Transfer degree. This degree is composed of courses negotiated through a formal process with private and out-of-state universities. Students interested in pursuing this degree should contact the Academic Advising Center early in their college career.

Richland College guarantees that a student may take tuition-free course(s) if: (a) A Texas public college or university refuses to accept in transfer core courses when the student has received the Associate in Arts or Associate in Sciences degree; (b) A Texas public college or university refuses to accept in transfer courses listed in that institution's Transfer Guide; (c) A Texas public college or university refuses to accept in transfer all courses taken in order to receive a Field of Study Associate in Arts/Associate in Sciences degree; or (d) A private or out-of-state institution refuses to accept in transfer a course when the student has received the Associate in College/University Transfer.

The conditions that apply to the guarantee area are as follows:

- Transferability means the acceptance of credits toward a specific major and degree at a Texas public college or university. The courses must consist entirely of those in the core curriculum, the courses outlined in an official Field of Study, and additional elective courses identified by the receiving university as transferable and applicable toward a specific major and degree in its Transfer Guides written within the last five years;
- For transfer to private and out-of-state institutions, a written plan with the receiving institution must be executed; and
- Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution.

Richland College works with a number of institutions to develop Transfer Guides. These include such as the University of North Texas, Texas A&M-Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Amberton University, Dallas Baptist University, Baylor University, Southern Methodist University, and others. In order to secure such a guarantee, students should begin the process in the Richland's Academic Advising Center to work closely with an advisor.

Vision Statement

Students and community stakeholders choose Richland College

- for its quality learning environment, affordability, and accessibility;
- for its individual counseling, advisement, financial aid, and career placement services;
- and because Richland College responds to the changing learning needs of all segments of its community through continuous improvement, a long-range view of the future, and partnership development.

Richland students and stakeholders discover

- a dedicated, caring, diverse team of faculty and staff who assess student and community learning needs and who serve, support, and challenge students;
- efficient, effective, and open college-wide communications with access to the world;
- dynamic, modern learning technologies, equipment, and facilities that help students extend and expand their learning;
- visionary, innovative, flexible design and delivery of curricula, programs, and services that coincide with student learning styles and needs;
- opportunities to learn through volunteer service in the community and a variety of co-curricular programs, student clubs, activities, and organizations; and
- learning-centered teaching and other processes, participative decision-making, and adaptive organizational structures.

Richland's successful students improve their abilities as:

- independent thinkers,
- lifelong learners,
- responsible citizens,
- and productive, collaborative workers, family members, and community builders, who seize Richland's robust spirit, building on the past to thrive in the present and to assert themselves into the future for rewarding lives in a diverse, global community.

Statement of Purpose

The Richland College/Dallas County Community College District purpose statement, as required by the Texas Higher Education Coordinating Board, is:

The purpose of Richland College is to prepare students for successful living and responsible citizenship in a rapidly changing local, national, and world community. The College does this by providing accessible, accredited, affordable, cost-effective, quality learning opportunities for development of intellectual skills, job skills, personal growth, and/or transfer to a baccalaureate program. In fulfilling the purpose, the College furthers cultural, economic, and workforce development in the communities served. In all its efforts, the College strives to meet the needs and exceed the expectations of those the College serves.

More specifically, the College's purpose is to provide:

- technical programs up to two years in length leading to associate degrees or certificates;

- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the DCCCD Board of Trustees in the best interest of post-secondary education in Texas.

Organizational Practices

Richland College commits to providing the highest quality learning environment by practicing these behaviors:

1. Identifying the learning needs of the communities, students, and colleagues we serve and using that information to guide our teaching and our programs and services;
2. Welcoming new opportunities for learning and professional growth;
3. Measuring, evaluating, and improving the productivity and effectiveness of our work toward realizing our institutional purpose and vision;
4. Holding and communicating high standards for self, students and colleagues;
5. Practicing inclusive, learning-centered planning and decision-making, based on facts and our best judgement;
6. Recognizing problems and collaborating to seek root causes and to implement effective solutions;
7. Empowering and freeing those closest to the work to make responsible decisions;
8. Assuming personal and collective stewardship of college systems, processes, programs, facilities, and resources to keep them vital;
9. Celebrating individual and group initiative and achievement;
10. Promoting, both individually and collectively, a positive image of the college to various segments of the communities we serve.

These values and practices are essential to fulfilling our charge as Richland educators, and we hold ourselves and our colleagues accountable to achieve them.

Strategic Planning Priorities for Student Learning 1999-2004

PRIORITY #1 - RESPONSE TO COMMUNITY

We will respond to the learning needs of the diverse communities we serve by providing:

- needs-driven programs and curricula
- quality service
- student- and customer-driven scheduling of classes and services
- requisite human resources through innovative internal and external partnerships and collaborations.

PRIORITY #2 - STUDENT SUCCESS

We will maintain a learning climate supporting student success through a core curriculum and learning outcomes preparing students to:

- meet their stated educational goals
- complete courses successfully
- gain college-level skills through remediation
- function in a diverse world community
- function in technological environments
- collaborate with others

PRIORITY #3 - EMPLOYEE SUCCESS

We will advance the success of all employees in a supportive learning climate to ensure skills in:

- working with diversity
- working in collaboration with others
- integrating technology
- developing common and specialized job requirements
- providing service to students
- providing service to customers while assuring access to learning resources.

PRIORITY #4 - TECHNOLOGY

We will promote the purposeful and economical use of instructional and administrative technology by:

- integrating technology into teaching, learning, and student support
- planning for acquisition and maintenance
- providing requisite human resources

PRIORITY #5 - INSTITUTIONAL EFFECTIVENESS

We will advance student learning through institutional effectiveness focusing on:

- leadership
- strategic planning
- students and stakeholders
- information and analysis
- faculty and staff
- educational and support process management
- college performance results

Commonly Used Terms & Abbreviations

Academic Advisor: A member of the college staff who helps students set educational goals and select courses to meet those goals.

Add: During any single semester, to enroll in additional course(s) after registration.

Admission: A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering.

An application can be acquired online at www.dcccd.edu.

Audit: Enrollment in a credit course without receiving academic credit.

College-Based Distance Learning Class: A College-based Distance Learning Class has more than 50 % of the instructional contact hours delivered at a distance, with occasional college-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on campus. College-based Distance Learning Classes are offered using one or more of the distance learning course delivery formats.

Career & Technical Courses: Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Catalog: The book containing course descriptions, certificate and associate degree requirements, and general information.

Class schedule: A booklet that is published prior to each semester listing classes, sections, dates, times, instructors' names and meeting places. This booklet is used by students in preparing personal class schedules each semester.

Common Course Numbers: Beginning in Fall 1995, the Common Course Number became the official number of the course. This same Common Course Number is being used for the same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.

Concurrent enrollment: (a) Enrollment by the same student in two different colleges of the DCCCD at the same time; (b) Enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two courses in the same semester; (d) Enrollment in both a college of the DCCCD and another college or university at the same time (e) Enrollment in both credit and continuing education courses at the same time.

Core: The 48 prescribed hours of a 61-hour degree plan that a student must successfully complete in order to receive an Associate in Arts / Associate in Sciences Degree.

Course Load: The number of hours or courses in which a student is enrolled in any given semester.

Credit: The numerical value assigned to a course (See "credit hours/semester hours.")

Credit hours/semester hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a three-credit-hour class (English, history, etc.) meets three hours per week during the fall/spring semester; a four-credit-hour class (science, languages, etc.) meets six hours per week. Check the Catalog or the current Class Schedule for the value of any course you wish to take.

Credit/non-credit: Credit classes are those that award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered as continuing education courses.

DCCCD: Dallas County Community College District. The district is composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland Colleges. These colleges are all subject to the policies established by the DCCCD Board of Trustees.

DALLAS TeleCollege Virtual Class: Courses offered through DALLAS TeleCollege are defined as "virtual classes." A DALLAS TeleCollege virtual class requires that all instruction and student services be delivered at a distance with no college based requirements. DALLAS Telecollege virtual class sections are numbered 9000-level. Virtual class sections may be offered using the online course or Telecourse Plus distance learning course delivery formats. A course offered through DALLAS TeleCollege is the equivalent of the same course offered by all colleges of the DCCCD.

Developmental Studies Courses: Courses that develop prerequisite skills in reading, writing and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements and may not be transferred to colleges outside the DCCCD.

Distance Learning: Distance learning courses are offered in a variety of formats. Each format requires a unique set of technologies essential to successful course completion.

Drop: The act of officially withdrawing from a particular course without penalty before a specified date. See the Academic Calendar in this catalog for "Last Day to Withdraw." It is the student's responsibility to drop a course by the date published.

Dual credit: Credit earned for both high school and college via concurrently enrolled high school students.

EConnect: eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades and access your financial information online.

Electives: Courses that do not count toward a major but are required for most college degrees. Electives are selected for personal interest, skill development, or to increase one's knowledge or understanding. Consult with an advisor before deciding upon electives.

Flexible-entry course: A course beginning and ending on dates that are different from the regular semester. This is also referred to as "flex-entry" or "short semester." Consult the Class Schedule for further information.

Former student: One who has not attended a college of the DCCCD in the past year.

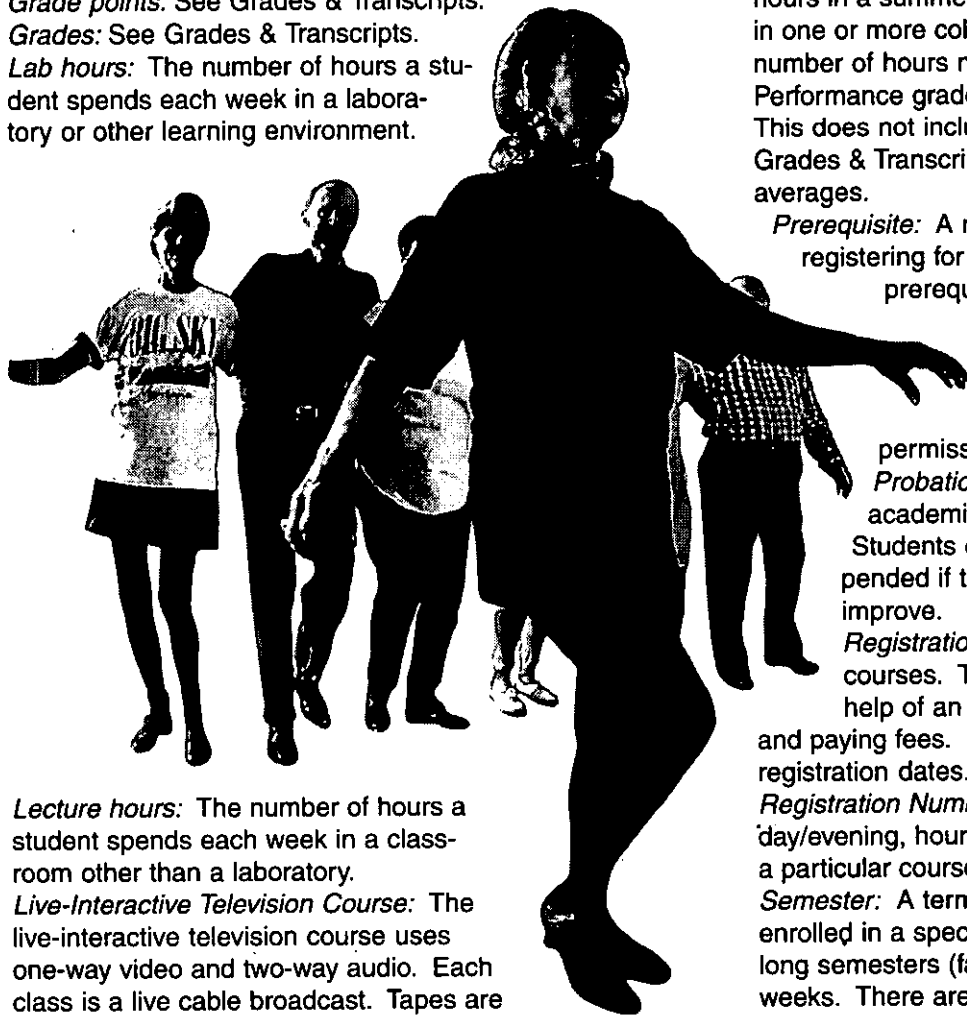
Full-time student: A student who is enrolled for at least 12 credit hours during a semester or for six credit hours during a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the full-time requirement.

GPA: Grade Point Average. Two different ways of computing a GPA are utilized. For further explanation, see Grades & Transcripts.

Grade points: See Grades & Transcripts.

Grades: See Grades & Transcripts.

Lab hours: The number of hours a student spends each week in a laboratory or other learning environment.



Lecture hours: The number of hours a student spends each week in a classroom other than a laboratory.

Live-Interactive Television Course: The live-interactive television course uses one-way video and two-way audio. Each class is a live cable broadcast. Tapes are not available for these courses. Students must view class at broadcast times. See the Cable Broadcast Schedule in the distance learning pages printed in the College's Class Schedule. Students must have access to a participating cable television system. Students may interact during the live class with the faculty by telephone, placing a call to a voice bridge system. The course may include college based requirements including orientations, testing and review sessions. Call the Distance Learning Hotline for more information about participating cable systems, (972) 669-6400 or if outside Dallas, toll-free: 1 (888) 468-4268. Only college based distance learning classes may utilize the live-interactive television course delivery format.

Major: The subject or field of study in which the student plans to specialize. For example, one "majors" in Automotive Technology, Business, etc.

Online Courses: Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. DALLAS TeleCollege virtual classes and campus-based distance learning classes may use the online course delivery format.

Part-time student: A student who is enrolled for less than 12 credit hours during a semester or less than six credit hours in a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the part-time requirement.

Performance grade: A grade of "A," "B," "C," "D" or "F." This does not include the grades of "W," "I," "E" or "WX." See Grades & Transcripts for more on grades and grade point averages.

Prerequisite: A requirement that must be met before registering for a specified course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or instructor's permission.

Probation: A warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.

Registration: The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the College's Class Schedule for registration dates.

Registration Number: A number indicating the course, day/evening, hour, room number and name of instructor for a particular course.

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (fall and spring) that last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) that last approximately 12 weeks.

Syllabus (Syllabi): An outline for a course of study. Students usually receive a syllabus from the instructor at the beginning of each course.

TASP: Texas Academic Skills Program; See TASP & Alternative Assessment.

Technical/Occupational Courses: Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Tech-Prep: An educational process where the college and the public high school districts cooperatively develop and implement a planned sequence of course work to prepare students for technologically advanced careers. Tech Prep programs are endorsed and approved by The Texas Education Agency (TEA) and The Texas Higher Education Coordinating Board (THECB). Through the Tech Prep process students earn college credit while in high school and advance to college programs after graduation.

Telecourse: The telecourse allows the student to work and learn independently, with campus-based requirements including orientations,

testing and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered through the telephone, fax and mail. Students are required to have access to a participating local cable system, KDTN public television, or a VHS-format videocassette player. Only campus-based distance learning classes may use the telecourse delivery format.

Telecourse Plus

Courses: The Telecourse Plus course incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. Students are required to have access to a participating local cable system, KDTN public television, or a VHS-format videocassette player. Students are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions between faculty and students, and more. DALLAS TeleCollege virtual classes and campus-based distance learning classes may use the Telecourse Plus delivery format.

Telephone registration: Touch-tone registration is available during regular registration. The telephone number for touch-tone telephone registration is 972-613-1818.

Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor or check on college web site about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university.

Transcript: An official copy of a student's academic record

which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.

Withdrawal: The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the Academic Calendar in this catalog or in the College Class Schedule for the "Last Day to Withdraw."



Getting Started

General Admissions Policy

Richland College's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted to Richland College are automatically admitted to the seven colleges of the Dallas County Community College District composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges. Admitted students may take courses at any of the colleges under certain conditions.

How to Enroll

Follow these steps:

Complete an Application for Admission. Applications are also available from any Admissions Office and on the Internet at <http://www.dcccd.edu> www.dcccd.edu. Submit all of the following with your Application for Admission:

- Proof of Texas residency (for those who wish to be considered residents for tuition purposes),
- Scores from college entrance exams (SAT, ACT) taken in the last five years,
- Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
- Scores from the Texas Academic Skills Program (TASP) OR scores from the Alternative assessment to the TASP, GED certificate (required for students who have taken the GED exam),
- Official transcripts from high school (required for students with no college experience),
- Official transcripts from all colleges previously attended (required for students with college experience).

After you are admitted, but prior to registration, you must either present TASP scores or take the alternative assessment unless you are TASP exempt or TASP waived.

Immunizations

Richland College does not require proof of immunizations for admission to most programs. However, all prospective students should have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See Texas Department of Health's Recommended Adult Immunization Schedule.) Some health-related programs require specific immunizations prior to admission; that information is outlined in student orientations for those programs.

Important Information You Need to Know About Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

High fever • Severe headache • Rash or purple patches on skin • Vomiting • Light sensitivity • Stiff neck • Confusion and sleepiness • Nausea • Lethargy • Seizures

HOT TIP!
Applying early is a good idea because an early start ensures you have plenty of time to visit with an advisor and plan your course schedule.



There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

Death (in 8 to 24 hours from perfectly well to dead) • Permanent brain damage • Kidney failure • Learning disability • Hearing loss, blindness • Limb damage (fingers, toes, arms, legs) that requires amputation • Gangrene • Coma • Convulsions

Can the disease be treated?

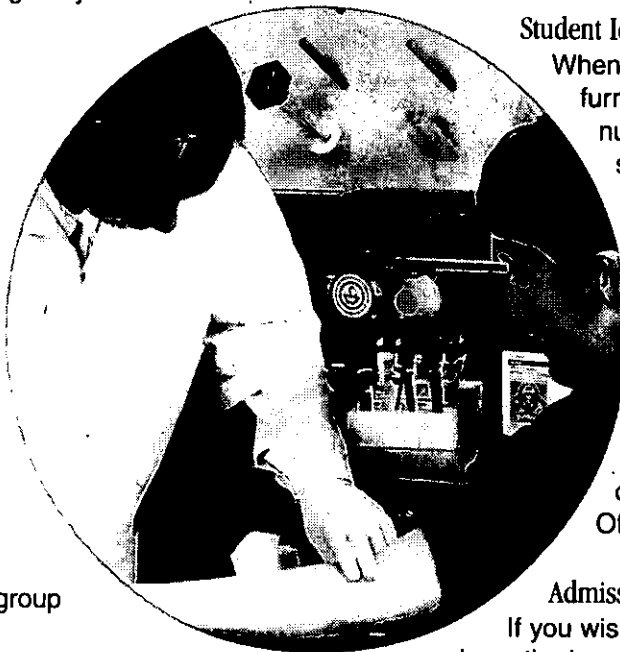
- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
 - Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
 - Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies, so check with your health care provider.

Vaccination is very safe--most common side effects are redness and minor pain at injection site for up to two days. Vaccination is available at Dallas County Health Department, phone 214-819-2000.

How can I find out more information?

- Contact your own health care provider.
- Contact the Richland College Health Center at 972-238-6135.
- Contact your local or regional Texas Department of Health office at 817-264-4551.
- Contact web sites: "<http://www.cdc.gov/ncidod/dbmd/diseaseinfo>"
www.cdc.gov/ncidod/dbmd/diseaseinfo
<http://www.acha.org/>
www.acha.org



Student Identification

When you apply, you are asked to furnish a Social Security number. This number ensures the accuracy of your student records. If you do not have a Social Security Number, or do not choose to use the Social Security Number, Richland College will assign you a number other than your Social Security Number. Each student will be assigned an identification number. It is your responsibility to report any changes in your name or address to the Admissions Office.

Admission Requirements

If you wish to be classified as a resident and have the benefit of paying lower tuition than non-residents, you must prove you lived in Texas for the 12 months immediately prior to the semester in which you enroll. If you cannot provide proof of residency, you will be classified as a non-resident and required to pay non-resident tuition. For specific information about required documentation, contact the Admissions Office.

Some admission requirements vary depending on a variety of factors. Determine which one or more of the following categories best describes you, then read the corresponding information below:

- First time student
- Student concurrently enrolled in high school and the DCCCD
- High school student enrolled in dual credit programs
- Transfer student
- Former DCCCD student
- International student

First time students

You may apply as a beginning freshman if you meet one of these standards:

- You are a graduate of an accredited high school.
- You are a graduate of an unaccredited high school and are 18 years of age or older.

- You earned a General Education Diploma (G.E.D.).
- You are at least 18 years of age and do not have a diploma or G.E.D. (may be admitted by individual approval).

If you are under the age of 18, are no longer enrolled in high school of any kind, and do not have a diploma or a G.E.D., you may be admitted by one of the following:

- A written recommendation of the principal or superintendent of the last high school you attended, or
- TASP or alternative assessment results indicating you have the ability to benefit from the college's programs.

If you are 16, did not graduate from an accredited school, but did graduate from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled), you may be admitted if you meet all of the following conditions:

- Present a written recommendation of the principal or superintendent of the last school you attended, or TASP or alternative assessment results indicating you have the ability to benefit from the college's programs; and
- Present a notarized record of the high school equivalent work completed and the date of successful completion; and
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college, and
- Agree to limitations on conditions of admission established by the college.

After you are admitted, but prior to registration, you must either present TASP scores or take the alternative assessment.

Students Concurrently Enrolled in High School & Richland College

If you are still enrolled in high school you may be admitted under the following conditions:

If you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You must also present scores on TASP or the alternative assessment with results indicating your ability to complete college-level work. You may take no more than two courses each semester.

If you have not completed your junior year at an accredited high school, you may be admitted upon meeting all of the following conditions:

- Submit your high school principal's written recommendation;
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Receive approval from Richland College's Vice President for Student Learning or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.

If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following conditions:

- Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within college;
- Agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
- Receive approval from Richland College's Vice President for Student Learning.

If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following conditions:

- Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college.
- Agree to limitations on conditions of admission. You may take no more than two courses each semester; and
- Receive approval from the Vice President for Student Learning or designate.

High school students are generally not admitted into developmental courses unless a contract for such services exists between the college and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district, a private secondary school or a home school and Richland College. Concurrent course credit is provided to high school students for both high school and college credit. College credit may be for certificate or associate degree programs.

Eligibility requirements:

To enroll in courses for an associate degree or level-two certificate (TASP eligible) program, you must present a passing score on TASP or the alternative assessment in at

least one area (reading, writing, or math) as deemed applicable by Richland College for the intended course in which you wish to enroll. If you are exempt from TASP, you are also exempt from local assessment for the purposes of dual course credit. Public school students wishing to enroll in level-one certificate (TASP waived) programs must have met TAAS standards by passing all sections of the exit-level TAAS or through end-of-course exams.

High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" and under one of the following conditions:

- Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or
- Prove you have passed all sections of TASP or the Alternative assessment; or
- Prove your eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these score standards are often altered by the THECB and the currently approved scores must be used.)
- High school students must meet all appropriate admissions criteria to the college.
- High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

Transfer Students

If you wish to transfer college credit, you are eligible for admission for enrollment from an accredited collegiate institution as defined in the Acceptance of Credit in Transfer section (next) if you meet the following conditions:

You must present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the college. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, documentation of prerequisites for specific courses must still be provided. If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college. You must meet the minimum academic standards of the college. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of the college, you may petition for

admission to the college's admissions committee. Admission may be provisional, and credit hours and course work may be limited.

You must meet all TASP requirements, as follows, after you are admitted:

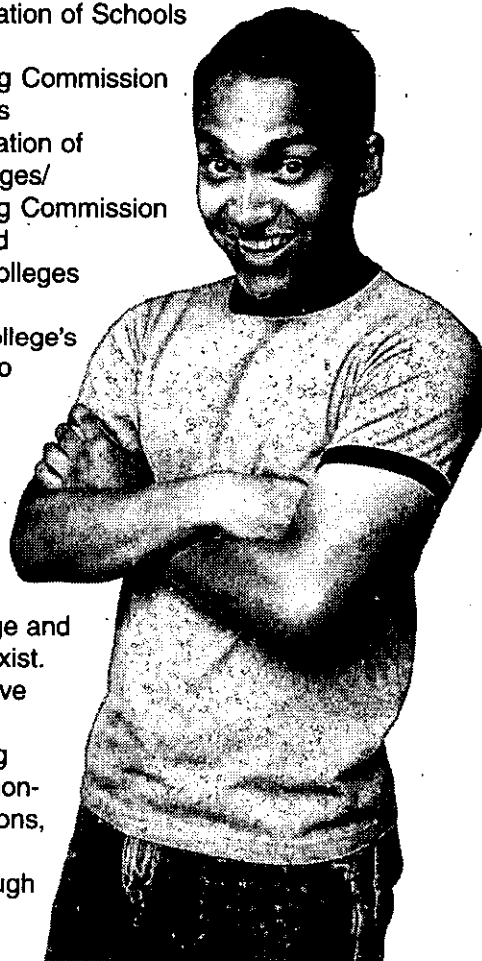
- If you are transferring from another Texas public college or university, you must present TASP or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and
- If you are transferring from a private and/or out-of-state college or university, you must present TASP or alternative assessment scores unless you are TASP exempt or will be enrolled at this college for only one semester or two summer sessions.

Acceptance of Credit in Transfer

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to the college from colleges and universities accredited through one of the following associations:

- Middle States Association of Colleges and Schools/
Commission on Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools/
Commission on Colleges
- Southern Association of Colleges and Schools/
Commission on Colleges
- Western Association of Schools
and Colleges/
Accrediting Commission
for Senior Colleges
- Western Association of
Schools and Colleges/
Accrediting Commission
for Community and
Junior Colleges

It is the college's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through



credit-by-examination and, in some circumstances, credit by experience.

The Registrar or other appropriate college personnel will complete course-by-course evaluations as needed for degree or program planning. Individual courses transferred will not be posted to the college's student record. Official transcripts from all higher education institutions must be on file in the Registrar's Office.

Credits earned through other education programs - such as credit-by-examination, military experience, and the U.S. Armed Forces Institute - are reviewed by the Registrar and credit may be granted if applicable.

You must submit all official transcripts from all higher education institutions and a request for a degree plan evaluation to the Registrar's Office before an evaluation can take place. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Registrar's Office. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.

Academic Forgiveness Policy

In keeping with SB1321 passed into legislation in 1993, any Texas state resident may elect not to have the college utilize college credits on courses which are ten (10) years or older. If you elect this option, no college courses or credits ten (10) years or older will be evaluated for credit. You may not selectively choose courses ten (10) years or older to be utilized. This provision does not relieve you from notifying Richland College of attendance at previous institutions nor of the need for you to submit transcripts indicating all previous course work attempted. If you elect this option, must notify the Registrar's Office when you submit your Application for Admission. The Academic Forgiveness Policy does not apply toward eligibility issues for federal financial aid.

Former Students

If you were formerly enrolled at Richland College or any college of the DCCCD, but have not attended a DCCCD college for more than one year, you must update your Application for Admission. If you have unsettled financial debts or your record is blocked for any other reason at this or any DCCCD college, you will not be allowed to register until the record is cleared.

Aliens who are Residents of Texas

Texas State Law states that you can be admitted to the college and be considered a resident of Texas if you resided with a parent, guardian, or conservator at least part of the time while you attended a public or private high school in Texas, and met all the following conditions:

- Graduated from a Texas public or private high school or received the equivalent of a high school diploma in Texas;
- Resided in Texas for at least three years as of the date you graduated from high school or received the

equivalent of a high school diploma;

- Have not registered as an entering student at any college or university prior to the Fall Semester of 2001, and
- Sign the affidavit provided by the Richland College that states you will file an application to become a permanent resident at the earliest opportunity you are eligible to do so.

International Students

Richland College is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. If you are an international student seeking F-1 visa status, you must:

- Contact the Richland College Multicultural Center, 972-238-6900, to request international student admission information;
- Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. If you meet one of the following criteria, you will be excused from the TOEFL requirement:
 - You are a graduate of an accredited U.S. college or university; or
 - You are a native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)
 - You have an institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;
 - You have successfully completed the final level of the American English and Culture Institute (AECI) or You can present documented completion of the final level of an Intensive English Language Program that is approved by the DCCCD through an established agreement.

Upon admission, all international students are required to complete Richland College's assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required.

- Show documented evidence of sufficient financial support for the academic year;
- Provide written proof of negative tuberculin skin test, or chest X-ray taken within the last one (1) year, diphtheria/tetanus immunizations taken within the last ten (10) years, measles and rubella vaccines

taken since January 1, 1968, and polio immunization if you are under nineteen (19) years of age;

- Submit official transcripts from each high school, college or university previously attended with a minimum of "C" average;
- Fulfill all admission requirements before the deadline designated by the college for international students and receive approval for admission from international admissions advisor.

In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also:

- Present documentation indicating valid non-immigrant status;
- Provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Academic Skills Program (TASP).

Upon admission, students must present all original immigration documents including a valid visa (I-94 arrival/departure record) and unexpired passport to be copied and kept on file. F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status. It is strongly recommended that F-1 students obtain health insurance for the duration of their studies in the college. After admission, international students must present TASP scores or take the alternate assessment unless otherwise exempt.

Evaluation of Foreign Credentials

Coursework completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation.

An official evaluation of foreign credentials must be completed before transfer credit will be considered. You, the student, are responsible for arranging for credential evaluation. A partial list of acceptable professional evaluation services is available in the District Office of Academic and Student Programs or the Richland College Registrar's Office. You, the student, are expected to pay all costs of translation and/or evaluation of foreign credentials.

Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the head of Admissions and/ or the college Registrar.

Texas Academic Skills Program (TASP) and Alternative Assessments

After you are admitted, but prior to registration, you must either present TASP scores or take the college alternate assessment. See Exemptions from TASP

Requirements in this section to determine if you are exempt or waived from TASP requirements. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

The Texas Academic Skills Program (TASP) is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide information about your reading, writing, and math skills. The program is very complex, and you are expected to consult with the college TASP Coordinator in order to meet the TASP requirements. It your responsibility to be aware of all TASP regulations.

When TASP Requirements Must Be Met

You must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree or before taking junior or senior level courses at a Texas public university.

Meeting TASP Requirements

You may meet the TASP requirements in several ways:

- Pass all sections of TASP or QuickTASP;
- Pass all sections of the college alternate assessment on the initial attempt;
- In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of "C" or better, retake and fail the same section of TASP or QuickTASP, and then take and make a "B" or better in an approved, related college-level course; or
- In the exact following order, take and fail a section of the college alternate assessment, complete all required developmental coursework with a grade of "C" or better, retest with TASP or QuickTASP and fail the same subject





area originally failed on the college alternate assessment, and then take and make a grade of "B" or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the College TASP Coordinator to learn of all required steps to be met.

The "B or Better" courses that can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316, Math 1414 or a higher level math course for which any of the above Math courses are prerequisites.

If you are a deaf student enrolling Fall 1995 and thereafter, you are subject to all TASP regulations with the exception that you must take the Stanford Achievement Test rather than TASP, QuickTASP, or college alternate assessment.

Low Assessment Scores

Students entering with academic deficiencies or low assessment scores may be admitted on probation and will be required to enroll in developmental or other programs designated by the college.

If you fail a section of the TASP, QuickTASP or college alternate assessment, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. Richland College's Vice President for Student Learning may exempt you from this requirement under limited circumstances (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) You must continue to participate in mandated developmental coursework until:

- You pass the failed section of TASP or QuickTASP test, (please note that Richland's alternate assessment cannot be used for retesting purposes), or
- You have completed the developmental coursework required, at which time Richland may release you from such coursework. Richland is not required to release you from further developmental coursework.

Exemptions from TASP Requirements

You must have TASP, QuickTASP or college alternate assessment (an approved TASP alternate test) scores on file prior to enrolling for college-level courses. If you meet any of the following conditions, you are exempt or waived from the TASP requirements:

- You have at least 3 hours of college credit prior to Fall 1989;
- You are blind/deaf and have at least 3 hours of college credit prior to Fall 1995
- You enroll in certain certificate programs;
- You have a baccalaureate or higher degree;
- You have ACT/SAT or TAAS scores which meet state standards for an exemption;
- You enroll as a transient student from an out-of-state or private institution;
- You are not seeking a degree and are at least 55 years of age;
- You are not seeking a degree and are an international student;
- The Texas Higher Education Coordinating Board has certified you as being dyslexic or having a related disorder or as having a math disorder. If you seek this exemption, you must check with the college TASP Coordinator to ascertain what documentation must be submitted to the Texas Higher Education Coordinating Board as only that agency may grant such an exemption;
- You are an out-of-state student enrolled in official distance education courses;
- You transfer from a private or out-of-state college or university with a transcript showing a grade of "A" or "B" in a course that the DCCCD believes is equivalent to a course on the "B or Better" list (See #5 in previous section, Meeting TASP Requirements.);
- You are a self-declared casual, enrichment, or non-degree seeking student. You must be tested on TASP, QuickTASP, or the college alternate assessment, but you do not have to participate in remediation. You must sign a form, available in the Admissions Office, Registrar's Office or Advising Center each semester you are enrolled. You will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and you will not be awarded a certificate or degree;
- You are a student who is serving full-time, active duty as a member of the armed forces of the United States. Members of the National Guard or other less-than-full-time military groups will not qualify;
- You are a student who graduates from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at a high school

outside of Texas. This exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

All other students are subject to TASP requirements.

When Tests Are Administered

Richland College's alternate assessment and QuickTASP are offered at the Richland Test Center throughout the year at various times. Please contact the Test Center, 972-238-6160, for specific information regarding college alternate assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. You must register on forms available in the Test Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is \$29. A TASP study guide is available for purchase.

Transferring Assessment Scores

If you take Richland College's state approved alternate assessment test for TASP, accumulate any collegiate hours, and later transfer to another Texas public college or university, the receiving institution will honor your officially transcribed scores. If you transfer from another Texas public college or university to Richland, your officially transcribed state-approved alternate assessment (for TASP) scores will be honored.

TASP Assistance

Richland College TASP Coordinators can assist you with information about TASP requirements: Richland's TASP Coordinator is Teddy Krekula, 972-238-6115. You can also receive TASP assistance from Velma Hargis at the Dallas County Community College District Office, 972-860-2406.

Additional TASP information can be found at the Texas Higher Education Coordinating Board's website:
<http://www.theccb.state.tx.us>
www.theccb.state.tx.us

*And remember TASP rules are always subject to change.
For the latest TASP information, see the college TASP Coordinator.*

Money Matters

Tuition

Tuition is the dollar amount a student pays for his or her academic instruction. It is based on credit hours and place of legal residence. Tuition rates are subject to change, without notice, by DCCCD's board of trustees and by the State of Texas.

In Fall 2002 and Spring 2003 semesters, Richland College is offering reduced tuition for certain afternoon and weekend classes. Classes that qualify for reduced tuition

have a lecture start time between 1:30 and 4:15 p.m. Monday-Thursday, and, between 1:30 p.m. Friday and 11:00 p.m. Sunday. Note: Normal tuition applies to distance, learning and off campus classes, also to winter term, May term, summer term, flex term, and fast track classes (except those fast track classes that occur between the hours of 1:30 p.m. Friday and 11:00 p.m. Sunday).

<i>Category of Tuition</i>	<i>Dallas County Residents</i>	<i>Other Texas Residents (Out of County Residents)</i>	<i>Out of State/ Out of Country</i>
<i>Full Tuition</i>	\$26 per credit hour with a \$26 minimum	\$46 per credit hour with a \$46 minimum	\$76 per credit hour with a \$200 minimum
<i>Reduced Tuition for certain afternoon and weekend classes</i>	\$13 per credit hour with a \$13 minimum	\$23 per credit hour with a \$23 minimum	\$38 per credit hour with a \$100 minimum

Texas residents, who own property subject to ad valorem taxation by the DCCCD, or dependents of such persons, may pay tuition at the rate of residents of Dallas County. If a senior citizen (person 65 years or older) who resides in or owns property to ad valorem taxation in Dallas County in credit courses, DCCCD colleges will a maximum of six hours tuition each semester or summer session if space is available.

An individual who has moved to Texas and enrolled before having resided here for 12 months immediately preceding registration, and his or her dependents, may be entitled to pay the tuition required of Texas residents. Such an individual 1) must be an employee of a business or organization that is part of Texas' economic development and diversification program, and 2) must file with the college a letter of intent to establish residency in Texas.

Residency

The residency status of each student is determined during the admissions process, based upon documentary evidence available to make that decision. If Richland College later determines that a student was not entitled to resident status at the time of his or her registration, the student shall pay the college the amount he or she should have paid as a non-resident. If the student fails to pay as required, he or she is not entitled to receive a transcript or to receive credit for the courses taken while falsely registered as a resident student.

State law requires that students sign an oath of residency. The oath of residency is not and may not be substituted for documentary evidence.

Provided they established legal residence in the state of Texas, the



county of residence for a student under 18 years of age is the county in which his or her parents or legal guardian resides. Students who are 18 years of age and older are deemed to be residents of the county in which they reside.

Students less than 18 years of age whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration are classified as out-of-state residents. Students 18 years of age or older who have not been residents of the state twelve months following their 18th birthdays or for the twelve months immediately preceding the date of registration are also classified as out-of-state residents.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition.

The descriptions of residency statuses contained above are generally applicable. The Education Code (Section 54.052), rules of the Texas Higher Education Coordinating Board, and judicial and/or administrative interpretations specifically govern residency status. In the case of conflict between the above-noted descriptions and the latter authorities, the latter shall govern. Questions concerning residency should be directed to the Office of Admissions.

Tuition Installment Pay Plan (TIPP)

Students may elect to pay tuition in installments during the fall and spring semesters. The following conditions apply.

A nonrefundable, \$15 charge is due when the installment plan is initiated, which must be before the first day of classes.

Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.

Course credit may be denied if payment in full has not been made by the end of the semester.

A promissory note must be signed when the first payment is made.

If courses are dropped, the refund (if any) is applied to the balance due.

If courses are dropped and no refund is due, the balance must still be paid in full.

A \$10 late charge is applied to a late payment (maximum of \$20 per pay plan).

Payment due dates and amounts are 1/2 before the official institutional first day of classes, 1/4 before start of the 6th class week, and the final 1/4 before start of the 11th class week.

HOPE Scholarship and Lifetime Learning Tax Credits

The Taxpayer Relief Act of 1997 (TRA) provides

education tax incentives in the form of the Hope Scholarship Credit and the Lifetime Learning Credit. These benefits allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets TRA requirements.

The Hope Scholarship Credit is for students who are enrolled at least half-time in one of the first two years of post-secondary education and are pursuing an undergraduate degree, certificate or other recognized credential. The Lifetime Learning Credit is offered to encourage people to improve or acquire new job skills. For more information about these education tax incentives, call the Internal Revenue Service at 1-800-

TAX-1040 or visit their Web site at [HYPERLINK http://www.irs.gov](http://www.irs.gov)

For purposes of filing tax returns, 1098-T forms indicating amount of tuition paid and financial aid received during the tax year are mailed to taxpayers by January 31 of each year. There is a telephone number on the form to call if any of the information appears incorrect. Students may view their 1098-T online after January 31 through the web site <http://www.1098t.com>.

Reciprocal Tuition Agreements

Courses in certain associate degree programs offered by DCCCD colleges may be taken by Collin and Tarrant County residents at in-county tuition rates (see table below). Residents of Cooke, Denton, Ellis, Grayson, Hill and Weatherford counties may also take courses in the construction technology program at in-county tuition rates.



Reciprocal Tuition Agreements

Courses in certain associate degree programs offered by DCCCD colleges may be taken by Collin and Tarrant County residents at in-county tuition rates (see table below). Residents of Cooke, Denton, Ellis, Grayson, Hill and Weatherford counties may also take courses in the construction technology program at in-county tuition rates.

<i>Program</i>	<i>DCCCD College(s)</i>	<i>In-county Tuition</i>	
		<i>Collin</i>	<i>Tarrant</i>
Air Conditioning and Refrigeration—Residential	Cedar Valley •	•	
	Eastfield • North Lake	•	
Air Conditioning and Refrigeration Technology	Eastfield	•	
Apparel Design	El Centro	•	•
Auto Body Technology	Eastfield	•	
Automotive Technology	Brookhaven		
	Cedar Valley • Eastfield	•	
Automotive Technology—			
Dealership-sponsored Technician	Brookhaven		•
Aviation Technology: Air Cargo • Aircraft Dispatcher		•	
• Airline Management • Fixed Base Operations		•	
• Professional Pilot	Mountain View	•	•
Biotechnology	El Centro • Mountain View	•	•
Commercial Music	Cedar Valley		•
Construction Management and Technology	North Lake	•	
Construction Technology	North Lake	•	•
Diagnostic Medical Sonography	El Centro	•	•
Digital Imaging Technology	Eastfield	•	
Echocardiology Technology	El Centro	•	•
Educational Personnel	El Centro Richland	•	•
Electrical Technology	North Lake	•	•
Electronic Commerce	Brookhaven • Eastfield		•
	Mountain View • North Lake		•
	• Richland		•
Engineering Technology	Richland		•
Food and Hospitality Service	El Centro	•	•
Hospitality Management	North Lake		•
Interior Design	El Centro		•
International Business and Trade	El Centro • Richland	•	•
Invasive Cardiovascular Technology	El Centro	•	•
Medical Laboratory Technology	El Centro		•
Medical Staff Services	El Centro	•	•
Medical Transcription	El Centro	•	•
Mortgage Banking	North Lake	•	•
Pattern Design	El Centro	•	•
Plumbing and Pipefitting Construction	North Lake		•
Radiologic Sciences	El Centro	•	
Social Work Associate—Generalist	Eastfield	•	
Substance Abuse Counseling	Eastfield	•	
Travel, Exposition and Meeting Management	Richland	•	•
Veterinary Technology	Cedar Valley	•	•
Video Film Technology	North Lake	•	
Visual Communications	Brookhaven		•
Welding Technology	Mountain View	•	

Tuition Rebate Program

Students who graduate with a baccalaureate degree from a Texas public university may qualify to receive \$1,000 from the baccalaureate-granting institution if they meet the following criteria:

Must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;
Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
Must have received a baccalaureate degree from a Texas public university; and
Must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits, course credits earned exclusively by examination, courses that are

dropped after the official census date, and for-credit developmental/remedial courses.

Richland College has academic advisors to help students plan their course of study to maximize their chances of qualifying for this rebate when they graduate from a university with a baccalaureate degree.

Refund of Tuition

To be considered officially withdrawn from one or more classes and eligible for a refund, a student must have filed the appropriate form with Richland College within the refund period. Refunds for flexible-entry classes are prorated based on the number of weeks each class spans. Refund periods for fall, spring and summer semesters are the following

<i>Amount of Refund</i>	<i>Fall and Spring (16-week semesters)</i>	<i>Summer (5-week semesters)</i>
100%	Prior to the 1st class day of the semester	Prior to the 1st class day of the semester
70%	During the first 15 class days of the semester	During the first 5 class days of the semester
25%	During the 16th-20th class days of the semester	During the 6th class day of the semester
None	After the 20th class day of the semester	After the 6th class day of the semester

The amount of refund may be reduced for federal financial aid recipients who have not completed 60% of the enrollment period for which they have received aid. The 1st class day is the official institutional first day of classes; it may precede a student's actual first day of class. Refunds are based on net charges for classes dropped and added if occurring prior to the date the college must report official enrollment.

Refunds are made to credit cards (if tuition was paid by credit card) or by check mailed to the student's address on file with Richland College. Refunds are not issued in cash. Tuition paid directly to the college by a sponsor, donor, employer or scholarship is refunded based on the terms stipulated by the funding source. Processing a refund check normally requires a minimum of one month from the date of approval.

A student who wishes to appeal for a greater refund may do so by submitting a petition and explanation of any extenuating circumstances to the Richland College refund petitions committee. If the committee approves the petition, the college will notify the student and issue a refund accordingly.

Returned Checks

Richland College notifies students, in writing, to pay the amount of returned checks plus a \$20 service charge, with cash or a cashier's check, within time limits prescribed in the written notification. If for any reason a check for tuition is returned, Richland may submit the check to a Justice of the Peace for legal action and collection. The college may implement disciplinary action; the student may be dropped from classes and may be blocked from future enrollment until all accounts are paid.

Additional Charges

Some classes may use facilities or services for which students pay a third party, such as for scuba gear rental or bowling alley admission. Richland College levies a service charge for administering tests that establish credit-by-exam; the charge may change without prior notice. Out-of-state students who receive all instruction remotely through DCCCD's "Virtual College" pay \$55 per credit hour for distance learning services. (This charge may be adjusted depending on contracted services with distance learning partners.) Graduating students pay for cap and gown rental. The cost for auditing a course is the same as if taking the course for credit.

Richland College

Tuition—All Semesters

Semester Credit Hours	DALLAS COUNTY Registration Tuition	OUT-OF-DISTRICT Registration Tuition	OUT-OF-STATE OR COUNTRY Registration Tuition
1	\$26	\$46	\$200
2	52	92	200
3	78	138	200
4	104	184	304
5	130	230	380
6	156	276	456
7	182	322	532
8	208	368	608
9	234	414	684
10	260	460	760
11	286	506	836
12	312	552	912
13	338	598	988
14	364	644	1,064
15	390	690	1,140
16	416	736	1,216
17	442	782	1,292
18	468	828	1,368
19	494	874	1,444
20	520	920	1,520

A distance learning fee of \$55 per credit hour, a minimum of \$165 for a 3-credit-hour course, **shall be charged only to out-of-state students** who receive all services remotely through the District's "Virtual College." This fee may be adjusted, depending on contracted services with distance learning partners.

Please discuss any questions regarding proper tuition classification with admissions office personnel.

The Chancellor shall be authorized to set the fees and charges for specialized services and programs provided by the District colleges. Other special fees may be assessed as new services or programs are developed with special laboratory costs. These fees will be kept to a basic, practical minimum for the program or service involved.

Tuition for all semesters is as follows:

1. **Dallas County Residents** \$26.00 per credit unit or a minimum of \$26.00
2. **Out-of-District Residents** \$46.00 per credit unit or a minimum of \$46.00
3. **Out-of-State Residents** \$76.00 per credit unit; minimum of \$200.00
4. **Out-of-Country Residents** \$76.00 per credit unit; minimum of \$200.00

The charge for auditing a course is the same as taking the course for credit.

Effective Date: Fall Semester, 2001

Provided they established legal residence in the State of Texas, a student's county of residence is the county in which their legal guardian resides, if they are under 18 years of age. Students 18 years of age and older are deemed to be residents of the county in which they reside.

"Out-of-State Residents" are defined to be students of less than 18 years of age, living away from their family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or students 18 years of age or older who have not been residents of the state twelve months subsequent to their 18th birthdays or for the twelve months immediately preceding the date of registration.

The description of resident and non-resident status contained above are generally applicable, but the determination of residence status for tuition purposes is specifically governed by the provisions of V.T.C.A. Education Code, Section 54.052, the rules and regulations of the Coordinating Board, Texas College and University System, and judicial and/or administrative interpretations thereof. In the event of conflict between the above-noted descriptions and the latter authorities, the latter shall govern.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition and fees.

The tuition schedule above is subject to change without notice by action of the District Board of Trustees or the State of Texas.

By law (TEC: section 4, subchapter B, chapter 54; sec. 54.0521, 1985), the STATE OF TEXAS requires that the OATH OF RESIDENCY be signed.

The law states that if the institution later determines that the individual was not entitled to be classified as a resident at the time of the individual's registration, the individual shall pay to the institution the amount the individual should have paid as a non-resident. **If the individual fails to make a timely payment as required, the individual is not entitled to receive a transcript or to receive credit for courses taken during the time the individual was falsely registered as a resident student.**

THE OATH OF RESIDENCY IS NOT ACCEPTABLE IN LIEU OF DOCUMENTARY EVIDENCE.

Pursuant to the authorization contained in the Education Code, Section 130.0032, the Board authorizes a person who resides outside the District, but is a state resident and who owns property subject to ad valorem taxation by the District, or a dependent of the person, to pay tuition at the rate that applies to a student who resides in the District.

An individual who has come from outside the state of Texas and registered with a college before having resided in the state for a 12-month period immediately preceding the date of registration and his or her dependents are entitled to pay the tuition and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization that became established in this state as part of the state's economic development and diversification program authorized by the constitution and laws of the this state and if the individual files with the college a letter of intent to establish residency in Texas.

College Financial Aid

The primary goal of financial aid is to assist students who, without such aid, would be unable to attend college. The college financial aid office administers grants, loans, scholarships and part-time employment. To learn more about student financial aid programs, visit www.students.gov (federal web site), www.collegefortexans.com (state Web site), and www.dcccd.edu (college Web site). To reflect changes in students' eligibility and needs and changes in the cost of attendance, applications are required annually. Financial aid is awarded for one academic year at a time.

It is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds.

Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements

- Have a demonstrated financial need;
- Be making satisfactory academic progress (as defined by the college) in the course of study;
- Not be in default on a Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan;
- Be enrolled at Richland College for the purpose of obtaining a degree or certificate;
- Have a high school diploma or G.E.D., or meet special ability-to-benefit requirements;
- Be registered with the selective service if required to do so; and
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.

Types of Aid Available

Generally, loans must be repaid whereas grants and scholarships do not require repayment. In all cases, students should make themselves completely familiar with the terms and conditions of financial aid they receive.

Federal Pell Grant

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Eligibility requirements include enrollment for at least 1 credit hour(s).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs) and gives priority to students who receive federal Pell Grants. Eligibility requirements include enrollment for at least 3 credit hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPEGs may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. Eligibility requirements include enrollment for at least 3 credit hours.

Toward EXcellence, Access and Success (TEXAS) Grant

TEXAS Grants are for well-prepared, eligible graduates (no earlier than 1998) from public or accredited high schools in Texas. In addition to satisfying general



eligibility requirements, recipients of these grants:

- Are Texas residents,
- Completed the recommended or advanced high school curriculum or its equivalent,
- Enroll at least 3/4 time in an undergraduate degree or certificate program,
- Receive their first award in this grant program within 16 months of high school graduation, and
- Have not been convicted of a felony or a crime involving a controlled substance.
- Academic performance and other requirements must be met for students to receive continuing eligibility.

Toward Excellence, Access and Success (TEXAS) Grant II (TGII)

TGII provide aid to financially needy students enrolled in Texas public two-year colleges. In addition to satisfying general eligibility requirements, recipients of these grants:

- Are Texas residents,
- If applying for a first-time award, have a family contribution of no more than \$2,000,
- Are enrolled at least 1/2 time in an associate's degree or certificate program at a two-year college in Texas,
- Have not been granted an associate's or a bachelor's degree, and
- Have not been convicted of a felony or a crime involving a controlled substance.

Academic performance and other requirements must be met for students to receive continuing eligibility.

Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)

LEAP is a federally funded program that provides grant assistance to financially needy students who are Texas residents and who receive state grant funds. Eligibility requirements include enrollment for at least 6 credit hours.

Rising Star Program

Each year, the Rising Star Program makes a promise to graduating seniors in Dallas County high schools: If you graduate from high school, demonstrate a modest level of academic potential, and have specific financial need, the DCCCD Foundation, Inc. guarantees you the opportunity to earn an associate's degree or job certification from any of the seven DCCCD colleges. Rising Star scholarships cover all direct costs, up to \$2,200, for tuition, books and other charges associated with enrollment at a DCCCD college. For more information, visit www.dcccd.edu/fdn.

Academic eligibility requirements for Rising Star scholarships are 1) graduation from a Dallas County public high school or Dallas CAN! Academy, and 2) ranking in the top 40% of the graduating class OR having at least a "B" average OR passing the TASP test (or DCCCD alternative test) before enrolling in college classes. Financial eligibility is based on number of people in household and annual family income.

Other Foundation and College Scholarships

Through the generosity of individuals, businesses, foundations, and many community, professional and service organizations, the DCCCD Foundation and colleges have an array of student scholarships. Visit www.dcccd.edu/fdn/scholarships or the college financial aid office to obtain a complete listing and application.

Stafford and PLUS Loans

Stafford Loans to students are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The borrower is not charged any interest before beginning repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows interest to accumulate, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The borrower can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

Students planning to become teachers may be interested in Stafford Loan cancellation for teachers. Borrowers may be able to cancel up to \$5,000 of their Stafford Loans if they are teaching in a low-income school. To qualify, the borrower must work as a full-time teacher for five consecutive years in an elementary or secondary school that has been designated as a "low-income" school. The U.S. Department of Education each year designates low-income elementary and secondary schools, and a list of these schools, by year, is posted on the department's Web site. A full list of qualifying conditions and other information concerning repayment of loans may be found at www.ed.gov or from the college financial aid office.

PLUS loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on a PLUS loan is equal to the student's cost of attendance minus any other financial aid he or she receives. Eligibility requirements for Stafford and PLUS loans include enrollment for at least 6 credit hours.

Emergency Short-term Loans

Richland College has limited funds available for short-term loans to meet emergency needs of students. Loans are usually limited in amount, bear no interest, and must be repaid within 60 days of the date of the loan or the end of the term, whichever comes first. A late charge of \$10 and collection costs is added for payments made after the due date. To qualify, applicants must be making satisfactory academic progress (as defined by Richland College) and not have any debts or blocks on their college record.

Tuition Installment Pay Plan

See the "Money Matters" section of this catalog for information about paying tuition in installments.

Part-time Employment

The Federal College Work-Study Program (FCWS) provides part-time (not to exceed 18.5 hours per week) employment for eligible students. To be considered, students should indicate their interest in work-study employment on the financial aid application they submit each year.

Richland College also provides a limited number of part-time employment opportunities for students who do not demonstrate financial need. In some cases, Richland may be able to help students find employment off-campus.

Tuition Exemptions

The State of Texas offers a number of exemptions for various categories of students. For example, exemptions are available to:

- AFDC students,
- American (other than U.S.) hemisphere students,
- Blind or deaf students,
- Children of disabled firemen and peace officers,
- Children of prisoners of war or persons missing in action,
- Early high school graduation students,
- Fire fighters enrolled in fire science courses,
- Foster care students,
- Highest ranking high school graduate,
- ROTC/National Guard students,
- Senior citizens, and
- Veterans and dependents.

For a full list and the criteria for eligibility, visit www.collegefortexans.com or contact the Texas Higher Education Coordinating Board at 1-800-242-3062.

Vocational Rehabilitation

The Texas Rehabilitation Commission offers tuition assistance to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students who are not receiving other forms of financial aid. For information, contact the Texas Rehabilitation Commission at 817-467-8400.

American Indian/Native American Students

The Bureau of Indian Affairs offers educational benefits to American Indian/Native American students. For information, contact the Oklahoma Area Education Office at 405-945-6051 or 405-945-6052.

Veterans' Educational Benefits

Richland College assists veterans with completing proper forms and coordinating the certification procedures for monthly benefits administered under the auspices of the U.S. Department of Veterans Affairs (VA). Richland's Veteran's Affairs Office may also provide information about VA educational benefits and assist with accomplishing enrollment and arranging tutoring services. (The VA Web site is www.va.gov/).

VA regulations are subject to change without notice. Contact the Richland Veterans' Affairs Office, 972-238-6127, for information about current regulations and procedures. Direct questions about specific financial benefits to the VA Regional Office at 1-800-827-1000.



Under the Hazlewood Act, certain Texas veterans who have exhausted their educational benefits from the VA can attend Texas public colleges and have tuition waived. To be eligible, the student must:

- Have been a resident of Texas at the time he or she entered the service,
- Have an honorable discharge,
- Now be a Texas resident,
- Be ineligible for federal financial aid grants, and

- Not be in default on any federal educational loans.

Financial Aid Application Process

First, file an application for admission with Richland College. This is essential. Without an application for admission, Richland will not act upon an application for financial aid. See <http://www1.dcccd.edu/stuapp> or visit the admissions office to obtain a paper form.

Then, as soon as possible, file a Free Application for Federal Student Assistance (FAFSA). See www.FAFSA.ed.gov to file electronically, or obtain a paper form from a high school counselor or college financial aid office. (One of the advantages of filing electronically is the U.S. Department of Education offers an automated application services that gives immediate assistance with errors.) Note: Answering "yes" to question 28 on the FAFSA will accomplish Selective Service Registration for those who are required to register.

Processing a FAFSA may be delayed at the U.S. Department of Education for reasons such as the following: The U.S. Department of Education randomly selects applicants and requires verification of information on the FAFSA. If selected, the applicant must provide additional documents.

The U.S. Department of Education matches data with the Immigration and Naturalization Service (INS). If the match

with INS has not confirmed the applicant's noncitizen eligibility, the college must submit a document to INS to complete the confirmation.

The social security number of each applicant is verified by the Social Security Administration (SSA). If the number does not match SSA records, the FAFSA is returned to the applicant unprocessed.

The applicant receives a Student Aid Report (SAR), which he or she should examine immediately for accuracy. Applicants may correct SARs at www.FAFSA.ed.gov.

Richland College has established priority-processing dates for SARs (see table below). SARs received after these dates are acted upon, as funds are available and time permits. Late applicants should be prepared to pay for tuition and books from personal resources.

Priority Processing Dates

<i>SARS received by (date)</i>	<i>For the period of</i>
April 1	The next summer sessions
May 1	The next academic year
October 1	The next spring semester

Continuing students should file a FAFSA as soon as possible after January 1 of each year if they want to receive aid the next academic year.

Class Registration Deadlines

To use a fall 2002 financial aid award, a student must be registered for classes on or before September 9, 2002. To use a spring 2003 financial aid award, a student must be registered on or before January 27, 2003. To use a summer 2003 financial aid award, a student must be registered on or before June 6, 2003.

Distance Learning

In most cases, federal and state agencies award financial aid similarly for traditional on-campus and distance education classes. However, students should be careful to adhere to the rules and regulations that apply to distance education where financial aid is concerned. Visit <http://telecollege.dcccd.edu> for more information.

Federal Repayment Dates

Under certain conditions, students will be required to repay a portion of federal aid received. These conditions include:

- Students who withdraw from all Fall 2002 courses on or before October 30, 2002,
- Students who withdraw from all Spring 2003 courses on or before March 26, 2003, and
- Students who withdraw from all Summer 2003 courses on or before June 20, 2003.

Standards for Satisfactory Academic Progress (SAP)

Unless the terms of a particular grant or funding source require otherwise, Richland College uses standards for satisfactory academic progress (SAP) to determine eligibility for all need-based financial aid. Standards for SAP are the following:

- Each award year, the student must maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A continuing student must have a CGPA of 2.0 on all credit hours earned from colleges before the year for which aid is requested.
- For the fall and spring semesters of each award year, the student must complete a minimum number of credit hours from all hours attempted. Grades of W, WX, E, F and I count as hours attempted but not as hours completed.



Requirements for Hours Completed

Hours Attempted	Hours Required to Complete with a Passing Grade
24 or more	18
18-23	12
12-17	9
6-11	6
5 or less	Must complete all

Students may apply for, and if eligible receive, financial aid for no more than 108 attempted credit hours. Credit hours transferred to Richland College and developmental credit hours count toward the 108 maximum. To complete an educational program within the 108 hours, students should file a degree plan or establish a transfer plan and enroll in courses that apply to their degree or transfer program.

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/remedial course work. Once the 30 credit hour maximum is reached, additional developmental credit hours will not be used to calculate the award amount, but will continue to count toward the 108 maximum.

Richland College will review academic records in May of each year and determine each student's compliance with SAP. Students who fail to satisfy SAP will be placed on financial aid suspension for the next award year in which they enroll. To regain eligibility, a student must pay the expenses related to enrollment during the next award year and meet standards of SAP. Financial aid will be terminated for students who receive three suspensions for failure to meet standards of SAP.

A student placed on financial aid suspension may petition Richland's financial aid office to consider mitigating circumstances. The petition must be in writing with supporting documentation regarding the circumstances (for example, medical statements, divorce documents, unemployment letters, etc.). The financial aid office will notify the student of its decision. If the petition is denied, the student may make the same appeal to Richland's Vice President for Student Development.

College Registration

How to Register

When you are admitted, you will receive notification about when you can register for classes. Class schedules made available each semester and summer session outline the courses that are planned. As students register, some class sections reach capacity, making them unavailable to more students. You may select classes available at the time you register.

Registration for specific courses takes place throughout the academic year. Refer to Flexible Entry Courses in this section and/or contact Richland College's Registrar's Office for additional information.

Follow these steps:

1. After receiving notification that your Application for Admission has been accepted, ask Richland College's Admissions Office staff what assessment steps are required for you.
2. Obtain a schedule for the semester or summer session for which you are enrolling.
Schedules are available on campus and online.
3. Meet with an advisor to determine the courses you wish to take.
Refer to Recommended Academic Load in this section.
4. Register for classes.

Assessment Procedures

Our assessment services evaluate your readiness for certain college courses and determine whether you are likely to be successful in those courses. Richland College offers an assessment and advisement program for entering students that is a required part of the enrollment process.

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at the college. If you have taken TASP, you will also need your TASP scores. You should have official copies of TASP, ACT, RSAT, or SAT scores and transcripts mailed to the Admissions Office or make them available when you apply for admission. It is your responsibility as a student to have these available when you enroll.

The assessment program provides you and your academic advisor the information you need to make informed decisions. Information about your skills, abilities, career plans, educational background, life experiences and motivation is important in helping you make selections from the many educational

options available. Richland College reserves the right to insist that you enroll in the appropriate remediation if your assessment results indicate a need for improving skills in reading, writing and/or mathematics.



Details of assessment and advisement procedures are available through Richland's Academic Advising Center or in the Richland Class Schedule, published each semester.

If you are not exempt from TASP, you must take the TASP (Texas Academic Skills Program) or Richland's alternative assessment prior to enrolling in any college-level course work. If you fail either the reading, writing, or mathematics section of the TASP or alternative assessment, you are mandated by state law to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See Texas Academic Skills Program (TASP).

Counseling & Advisement Services

Richland College offers valuable resources in the Academic & Career Advising Center to help you plan each semester of study.

Our academic advisors can assist you in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Counseling and advising staff provide assistance in the following areas:

- Career counseling to explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities.
- Academic advisement to develop and clarify educational plans and make appropriate course choices.
- Confidential counseling sessions to assist you in managing the academic environment and dealing with issues that may hinder success.
- Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
- Crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Among the Academic & Career Advising Center's resources are computerized transfer guides, a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information.

You can also take advantage of several computer resources to help you clarify goals, identify career and occupational interests, and research information about senior institutions.

Richland College also plans events especially for students who plan to transfer. These activities include College Days (where officials from senior institutions visit on campus to talk directly with you), special transfer workshops and seminars, and events designed to assist students in making career decisions. Many other materials are available to help you if you plan to transfer, including Transfer Guides and Course-by-Course Equivalency Guides.

Flexible Entry Courses

In keeping with its commitment to meet individual educational needs, the college offers flexible entry courses. These courses are often self-paced, allowing you to work at your own speed. You should be aware of the time specified by Richland College that course requirements need to be completed. You should check with the Registrar to determine times for registration in these courses. You must obtain approval to enroll in these courses.



Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. You must receive permission from the appropriate college official to carry a heavier load. If you are employed and carrying a full load (12 credit hours or more), it is recommended that you not work more than 20 hours per week. If you work more than 20 hours, you should consider reducing your academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. For shortened terms, you may not enroll for more credit hours than the total number of weeks the class meets; i.e. for a 3 week term, you may register for no more than 3 credit hours. Contact your college advisor for specific information.

Change of Schedule

You should pay close attention to the days and meeting times for your classes. If you must request a class change, contact the Registrar's Office during the time specified in the current Class Schedule. No change is complete until it has been appropriately processed through the registration system.

Classification of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

A student carrying fewer than 12 credit hours in a fall or spring semester.

Full-time:

A student carrying 12 or more credit hours in a fall or spring semester.

Distance Learning

Since 1972, the colleges of the DCCCD have offered distance learning courses and programs. Over the years, these programs have evolved to embrace emerging technologies and expanded to meet increasing student demand. About 14,000 students enroll in distance education courses in the colleges of the DCCCD each year.

Making distance learning options convenient and accessible to students is part of the college mission. In a rapidly changing local, national and world community, the college is committed to delivering flexible, accessible, affordable and quality-driven education.

Distance learning is a collaborative effort of all seven of the DCCCD colleges, each accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The program draws its strength from its faculty and the breadth of courses - from technical to baccalaureate-transfer classes - offered by the college. Faculty teach distance learning courses at the R. Jan LeCroy Center and through college-based courses at Richland. Faculty ensures the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

Distance Learning Formats

Richland College offers distance learning courses in four formats. Each format requires a unique set of technologies essential to successful course completion.

Telecourse

A telecourse allows you to work and learn independently and may include college-based requirements such as orientations, testing, and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered via the telephone, fax and mail. You are required to have access to local cable, KDTN public television, or a VHS format videocassette player.

Online Course

An online course is delivered using only computers and computer peripherals. You are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The course may include college-based requirements including orientations, testing and review sessions.

Telecourse Plus Course

The Telecourse Plus format incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. You are required to have access to local cable, KDTN public television, or a VHS-format videocassette player. You are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The courses may include college-based requirements including orientations, testing and review sessions.

Live-Interactive Television Course

A live-interactive television course uses one-way video and two-way audio. You must have access to a participating cable television system. Students may interact with the faculty by telephone, placing a call to a voice bridge system. The course may include college-based requirements including orientations, testing and review sessions.

College-Based Distance Learning

Richland College offers a growing number of distance learning courses and programs each year. As the college identifies student demand for distance learning instruction in specific programs and courses, it will, through its appropriate instructional division, begin the process of adding the distance delivery option for a specific program or course.

A college-based distance learning course has more than 50 % of the instructional contact hours delivered at a distance, with occasional on campus instructional requirements. Most student services are delivered on campus.

College-based distance learning courses are offered using one or more of the distance learning delivery formats detailed previously. For a complete listing of college-based distance learning courses offered district-wide by all of the DCCCD colleges, refer to the distance learning pages printed in the college's schedule of classes. A college-based distance learning class schedule is also available on the web at <http://telecollege.dcccd.edu>, click on Class Schedules.

Learner Services

Student Programs and Resources

Recent research in higher education indicates that for many students involvement is an important contributor to academic success. That's why Richland College plans activities to encourage your involvement in college life.

SPAR staff plans and presents a variety of programs and activities for students and the surrounding community. These programs may include lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide you with valuable educational experiences. Leadership conferences, retreats, diversity training, and service learning programs offer you opportunities to develop skills that enrich your quality of life.

Richland College invites you to take an active role in your college experience. You have many opportunities to become involved in the decision-making processes for the college. You may want to join a student club, participate in student government/ambassador activities, or serve on one of several committees engaging in real decision making for Richland. You may be able to become involved regularly in decisions regarding:

- Improvements for an aspect of Richland's (facilities, services provided, instruction, etc.);
- Programming speakers and special events offered to the student body;
- Student disciplinary hearings;
- Conducting (or completing) surveys and questionnaires designed to gather information about your college experiences; and/or
- The selection process of new college administrators.

Test Center

The Test Center offers a variety of testing services that meet the expressed needs of students, staff and the community. The Test Center provides these services:

- Academic testing (instructors' tests, make-up exams, self-paced exams and distance education testing)
- Assessment testing (approved alternate TASP testing that meets both TASP and placement requirements)
- Standardized exams (national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.); Psychometric Testing (assessment of personality, vocational interests, aptitude, etc.); you must be referred by a counselor or appropriate

faculty member for psychometric testing.

Before taking a test in the Test Center, you must provide photo identification. In some cases a student identification card is also required. There is a charge for some test services. For additional information, please contact Richland's Test Center, 972-238-6160. The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to the Test Center and classrooms. Irregularities will be referred to the proper authorities for disciplinary action. See the Student Code of Conduct.

Career Planning and Job Placement Services

Richland College provides career planning and job placement services free of charge to students, alumni, former students and those in the process of enrolling. Richland's Career Information and Placement Services office may provide opportunities for you to learn job search skills, such as how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job. In addition, the office offers services such as career testing and computerized career guidance programs to assist you with choosing a college major and making career decisions.

Job listing services are provided at Richland, and it participates in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. The Career Information and Placement Services office strictly adheres to EEO guidelines. Employers posting job openings with Richland's Job Placement Services office must be EEO employers. All services are free of charge to you.

Disability Services

The Disability Services Office offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences.

Services are coordinated to fit your individual needs and may include sign language interpreting, note-taking, tutoring, mobility assistance, reading/audio taping, and loan of specialized equipment such as audio tape recorders, talking calculators, raised-line drawing kits, and large print materials. Academic and career advisement services, testing accommodations, registration assistance, and extensive information and referral services are also available.



If you are a student with disabilities and/or special needs, and you wish to request accommodations, you are responsible for documenting your needs and initiating a request at the Disability Services Office, preferably one month prior to registration. Orientation and registration information will be provided.

Students with disabilities attending Richland College have a right to appeal decisions concerning physical and academic accommodations by submitting a written petition to Richland's designated Americans with Disabilities Act (ADA) Compliance Officer.

For additional information, contact Richland's Disability Services Office at, 972-238-6180.

Health Services and Insurance

The Health Center is a multi-purpose facility that promotes health, wellness, and preventive care for the college community. Registered nurses coordinate and provide the health services, that include:

- First aid for accident, injury or illness;
- Health information and brochures;
- Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids;
- Referral information for community health services;
- Selected health education and screening programs;
- Confidential health counseling; and
- A rest area.

Health services are available to current students and staff. You do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems should visit the Health Center to discuss any special concerns with the nurse before attending classes or whenever problems arise. No information about your health will be released without your written permission unless it is required by law. We recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See the Texas Department of Health's Recommended Adult Immunization Schedule.)

Optional student health insurance, with optional coverage for spouse and children, is available through outside vendors. These limited coverage policies are administered by an insurance company at a cost outlined by the insurance company.

Housing

Richland College does not operate dormitories of any kind nor maintain listings of available housing for students. If you do not reside in the area, you must make your own arrangements for housing.

Library

Richland College's library orients students to the information environment. The staff introduces the tools needed to navigate an increasingly complex world of information resources. Through orientation and research

classes, the library provides information skills to help you achieve your academic goals.

Richland's library has an information center where you can receive assistance in using print and non-print materials, electronic full-text resources, the Internet and database services to supplement classroom and distance learning. Electronic resources are available to you both on-campus and off-campus. The library has a growing collection of books and journals on a variety of subject areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections available of career materials, pamphlets, newspapers, popular magazines and technical periodicals. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks and electronic books. Willful damage to library materials (or property) or actions disturbing other library users may lead to your losing library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript may be issued until your library record is cleared.

Richland College Police Department

Campus safety is provided within the framework of state law to protect and police buildings and grounds. All state laws apply to the campus community. College Police Department officers are licensed Peace Officers of the State of Texas; they are specifically trained and educated to protect life and both college and personal property. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and college policies, including the Code of Student Conduct.

Richland College complies with the provisions of the Campus Security Act of 1990, Public Law 101-542. Copies of the document for each campus are available upon request through the College Police Department.

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources (SPAR) Office. The development of student organizations is determined by student interest. Categories of organizations include:

- Co-curricular organizations pertinent to the college's educational goals and purpose;
- Social organizations to provide an opportunity for you to make friends and establish a sense of community with fellow students;
- Service organizations to promote your involvement in the community; and
- Pre-professional and academic organizations to contribute to your career development.

Tutoring Services

Richland College's Center for Tutoring & Learning Connections provides individual and small group tutoring as an academic support service for students needing extra help with coursework and/or study skills. You should seek these services early in the semester.

Athletics

Intercollegiate Athletics

Richland College's intercollegiate athletic program provides student athletes opportunities to compete in sports in an educational environment. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportsmanship and team commitment.

The athletic program strives to bring together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association (N.J.C.A.A.). Most teams are associated with the N.J.C.A.A., and our conference champions compete at regional, district and national tournaments. In the last several years, Richland College teams have been the N.J.C.A.A. Division III national champions in basketball and baseball and have taken second place in the national volleyball and golf tournaments. Our men's and women's soccer teams have been regional champions and participated in the district tournaments before losing close games that would have qualified them for the national tournament. For more information regarding eligibility, rules, standards, and sports offered contact Richland College's Physical Education Office.

Intramural Sports

The Intramural Sports Program provides opportunities for students to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students and employees can enrich their college life, have fun, make new acquaintances and benefit from exercise through the Intramural Sports Program. For additional information, contact the intramural director in the Physical Education Office, or contact the Student Programs and Resources (SPAR) Office.

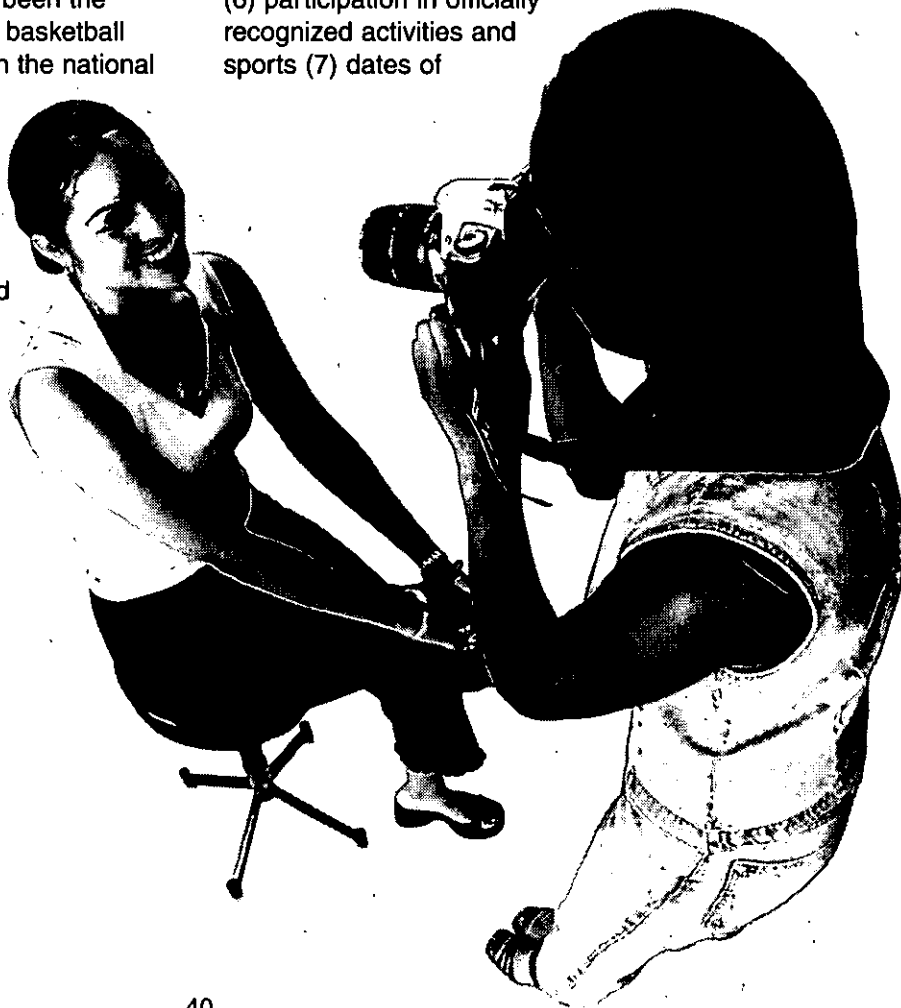
Policies

Equal Educational And Employment Opportunity Policy

Richland College is committed to providing equal educational and employment opportunity regardless of sex, race, color, religion, age, national origin or disability. Richland provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures at Richland are used to handle student grievances. When you believe a condition of the college is unfair or discriminatory, you can appeal to the administrator in charge of that area. Appeals to a higher administrative authority are considered on the merits of the case.

Family Educational Rights and Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, Richland College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports (7) dates of



attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received. Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

Student Consumer Information Services

Pursuant to the Educational Amendment of 1980, Public Law 96-374, Richland College provides all students with information about its academic programs and financial aid available to students.

Student Right to Know Act

Under the terms of the Student Right to Know Act, Richland College maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. College crime statistics may be obtained from college police offices. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)



Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. Richland's web site or Physical Education Office can provide this information.

Drug-Free Schools and Communities Act

To satisfy the requirements of the "Drug Free Schools and Communities Act," Richland College is committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. Richland College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from Richland's Academic Advising Center, the Health Center and the Human Resources Office.

Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Student Code of Conduct published in this catalog. If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually an "F."

Academic Information

Degree Requirements

Richland College confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Applied Sciences Degree, the Associate of College/University Transfer Degree, and Certificates to students who have completed all requirements for graduation.

If you are seeking a certificate or associate degree, you must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. If you fail to submit official transcripts from other institutions you have attended, you will not receive a degree or certificate.

If you enrolled in Richland College in Fall 1989 or thereafter, you must successfully complete all sections of the TASP (Texas Academic Skills Program) before a degree can be awarded. See TASP & Alternative Assessment.

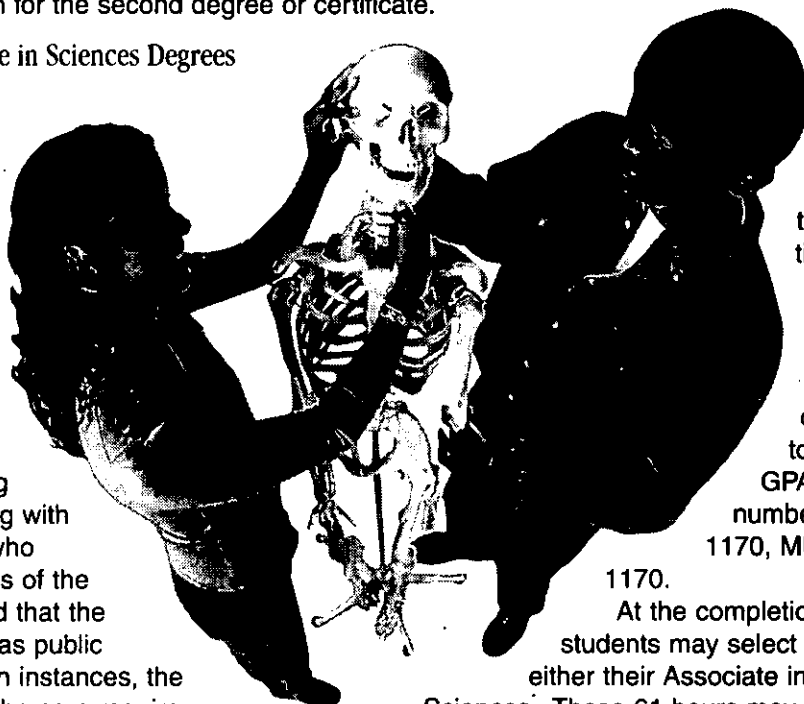
To qualify for a second degree or certificate, you must fulfill the residence requirement and must complete all required courses in the plan for the second degree or certificate.

Associate in Arts and Associate in Sciences Degrees

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the college Counseling/Advising Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the core curriculum are assured that the core will transfer to any Texas public college or university; in such instances, the core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students are encouraged to complete the entire core within the college. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

Students transferring from another Texas public college or university who have completed that institution's core requirements are assured that Richland College will accept the completion of that core in lieu of its own toward the requirements for the Associate in Arts or the Associate in Sciences degree.

In order to receive either of these degrees, students should complete Richland College's 48-hour core curriculum and 13 additional elective hours. Students should look and follow the degree outline for those degree requirements.



A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation. Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM

1170.

At the completion of these requirements students may select the title of their degree, either their Associate in Arts or the Associate in Sciences. These 61 hours may be completed at any college of the DCCCD and must include all the courses listed on the degree outline.

Associate in Arts and Associate in Sciences Field of Study Degrees

The Texas Higher Education Coordinating Board has created degrees called Field of Study Degrees. These degrees are designed to transfer in a specific major to any Texas public college or university. Students who complete these degrees are guaranteed that all courses completed with a grade of C or better will transfer and count toward that specific major at all Texas public colleges and universities. At the time of printing of this catalog, Field of Study Degrees exist for the following majors: Business, two areas for teacher preparation leading to certification (Pre-K through Grade 4 and Grade 4 through Grade 8), and Music. As additional Field of Study Degrees are approved, they will appear on the college web page.

Associate in Arts/Associate in Sciences "Emphasis" Degrees

In addition, Richland College offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities.

You must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college of the DCCCD granting the degree. The degree must be awarded by a college that offers the program in which you majored. The Registrar must approve correspondence work for graduation credit. If you qualify for a degree from more than one college of the DCCCD, you must indicate which college is to award the degree.

Associate in College/University Transfer Degree

A student transferring to a private or out of state college or university may earn an Associate in College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the Associate in Arts or Associate in Sciences Degree that fall within the student's transfer plan. Students must have completed a minimum of 61 credit hours; earned a grade of "C" or better in English 1301, the selected college-level math course, and speech (if required); a grade point average of at least "C" (2.00) based upon GPA (2); and have met all TASP requirements (if students are not TASP Exempt) to receive this degree. These 61 hours may be earned at any college of the DCCCD and must include:

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours)
- A math course numbered 1000 or above
- A speech communications course (3 credit hours), IF a speech course is required.

The remaining hours will be comprised of courses equivalent to those designated by the student's selected transfer institution as being applicable to the baccalaureate degree being sought. In no case will course prerequisites be waived. Students who qualify for an Associate in Arts or the Associate in Sciences degree will be granted that degree rather than the Associate in College/University Transfer degree. Students who qualify for the Associate in Arts or the Associate in Sciences degree are not eligible for the Associate in College/University Transfer degree.

Students who wish to transfer to another Texas public college or university should follow the Associate in Arts / Associate in Sciences degree because that degree pattern includes the 48 credit hour core requirements. Other Texas public colleges and universities must accept the core requirements in place of their own core requirements.

Receiving institutions have a right to deter-

mine if they will accept grades of "D" as meeting the core requirements. Students wishing to transfer are encouraged to make a grade of no less than "C" in any core course.

Associate in Applied Sciences Degree

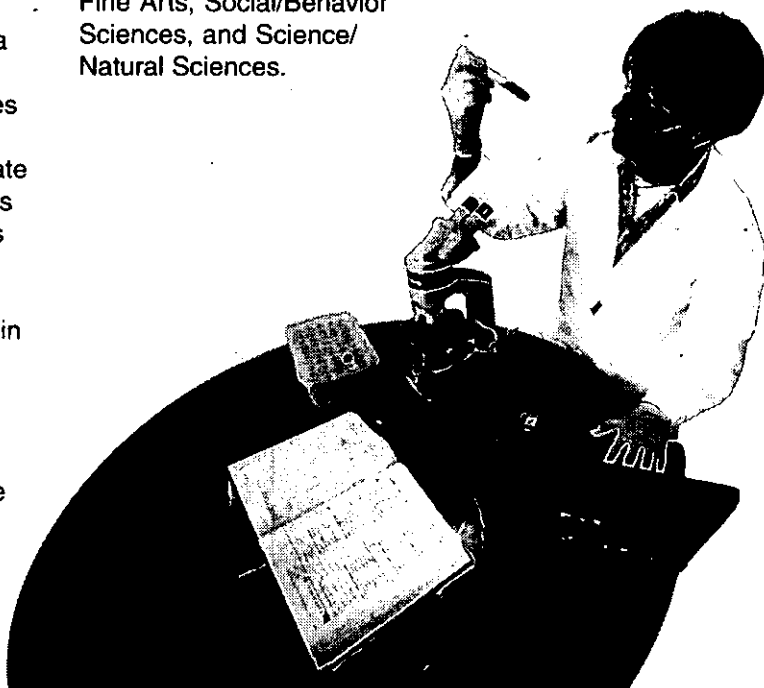
This degree is designed to teach specific career/technical skills. The requirements for each major in the Associate in Applied Sciences Degree are clearly shown in the curriculum patterns in this catalog. Students seeking such a degree should become familiar with the specific required courses in the appropriate curriculum pattern.

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 or English 1302 [whichever is required], Speech Communication 1311, and in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate in Applied Sciences Degree. These 60 hours must include the following general education requirements:

- English 1301 or English 1302 (3 credit hours): A core course requirement; a grade of "C" or better must be earned.
- Speech Communication 1311 (3 credit hours): A core course requirement; a grade of "C" or better must be earned.

If the degree plan requires Math 1314 or higher, a grade of "C" or better must be earned. (Please note that courses which have as their prefix something other than Math will not meet this requirement.) Should the degree plan not include Math 1314 or higher, then a grade of "C" or higher must be earned in the required Science (Biology, Chemistry, Geology, Physics) course.

Unless specified courses are named within their degree plans, the following list of courses will count toward the requirements in Humanities/ Fine Arts, Social/Behavior Sciences, and Science/ Natural Sciences.



- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, American Sign Language Program, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370 OR 2371, Foreign Language, Humanities, Music, Philosophy, Photography, or Religion. Exceptions that will not count are courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

- Three credit hours from a Social/Behavioral Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Anthropology, Economics, Geography, Government, History, Human Development numbered greater than 1000, Psychology, or Sociology.

- Three credit hours from a Science/Natural Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Biology, Chemistry, Ecology, Geology, or Physics.

Specific degree plans for each technical/occupational/workforce development program can be found in this catalog.

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Career and Technical Programs for a more detailed explanation. The GPA for an Associate in Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

Certificate Program Requirements

Certificate Programs are part of the Career and Technical Program offerings. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses required in the certificate program will be used in calculating the GPA to determine eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program requirements. If you attempt other coursework, your TASP-waived status will end and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization. See Career and Technical Programs.

TRANSFER STUDENTS

Core Curriculum

Every Texas public college and university is required by Texas law to have a core curriculum that, if completed at one institution, will transfer and take the place of the core at the receiving institution. Therefore, if your plans include transferring to a Texas public university, it is to your distinct advantage to complete the core at Richland College since the core will transfer as a block of credit to the receiving university. In addition, the core is the very basis of the Associate in Arts or Associate in Sciences degrees. If you complete the core of 48 hours, you need only an additional 13 hours in order to receive a degree.

If you take some of Richland's core but do not complete it, you are assured that core courses will transfer and apply to the receiving institution's core IF that institution also requires the same course(s) within its core. Most universities will not accept a grade of D in transfer as meeting core requirements. In addition, you should take care in the selection of math and science courses to ensure they are applicable to the major you wish to pursue.

The core curriculum is predicated on the judgment that series of basic intellectual competencies-reading, writing, speaking, listening, critical thinking, and computer literacy-are essential to the learning process in any discipline. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession. Therefore, the following six (6) intellectual competencies can be found throughout the Richland College core:

READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials-books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject-matter of individual disciplines.

WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

The core curriculum includes courses that satisfy specific exemplary educational objectives.

COMPONENT AREA OF COMMUNICATION

The objective of a communication component of a core is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience. The exemplary educational objects are:

- * To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- * To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- * To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual and oral communications.
- * To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- * To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- * To develop the ability to research and write a documented paper and/or to give an oral presentation.

The following courses include the above objectives in the college core: English 1301, English 1302, Speech 1311 or any Foreign Language course 1311 or higher (NOTE: Students seeking an Associate in Arts or Associate in Sciences must select Speech 1311.)

COMPONENT AREA OF MATHEMATICS

The objective of the mathematics component of the core is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems. The exemplary educational objectives are:

- * To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- * To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- * To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- * To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- * To interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
- * To recognize the limitation of mathematical and statistical models.
- * To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

The following math courses include the above exemplary educational objectives: Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, or 2442 or higher level math.

COMPONENT AREA OF NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. The exemplary educational objectives are:

- * To understand and apply method and appropriate technology to the study of natural sciences.
- * To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
- * To identify and recognize the differences among competing scientific theories.
- * To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- * To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

The following science courses include the above exemplary educational objectives: Biology 1406, 1407, 1408, 1409, Chemistry 1405, 1407, 1411, 1412, Geology 1401, 1403, 1404, 1445, Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, and 2426.

COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human culture, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy,

and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities. The exemplary educational objectives are:

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within an historical and social context.
- To respond critically to works in the arts and humanities.
- To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

The following humanities and visual performing arts courses include the above exemplary educational objectives: Arts 1301, 1303, 1304, Dance 2303, Drama 1310, 2366, Humanities 1301, Music 1306, 1308, 1309, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, Cultural Studies 2370, History 2321, 2322, 2380, 2381, Philosophy 1301, 2306, 2307, 2316, 2317, and Religion 1304.

COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. The exemplary educational objectives are:

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- To use and critique alternative explanatory systems or theories.
- To develop and communicate alternative explanations or solutions for contemporary social issues.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the areas under study.

- To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- To understand the evolution and current role of the U.S. in the world.
- To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To analyze, critically assess, and develop creative solutions to public policy problems.
- To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
- To identify and understand differences and commonalities within diverse cultures.

The following social and behavioral science courses include the above exemplary educational objectives: History 1301, 1302, Government 2301, 2302, Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, Psychology 2301, 2314, 2316, Sociology 1301, 1306, and 2319.

The Richland College/DCCCD core of 48 credit hours is composed of the following courses:

COMMUNICATIONS - 9 credit hours

(Select each of the following)

English 1301: A grade of "C" or better must be earned.

English 1302

Speech 1311* or any Foreign Language Course 1311 or higher

- Students must select Speech 1311 if seeking an AA or AS degree. You must earn a grade of "C" or better if you select Speech 1311.



MATHEMATICS - 3 credit hours

(Select one from the following)

Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. A grade of "C" or better must be earned in the selected college-level math course.

LAB SCIENCES - 8 credit hours

(Select two from the following)

Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426.

Students may not use the following combinations to meet this requirement:

Biology 1406 and 1408;
Chemistry 1405 and 1411;
Physics 1401 and 1405;
Physics 1401 and 2425; or
Physics 1405 and 2425.

SOCIAL/BEHAVIORAL SCIENCES - 15 credit hours

(Select each of the following)

History 1301, 1302
Government 2301, 2302

(Select one from the following)

Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, Psychology 2301, 2314, 2316, Sociology 1301, 1306, 2319

HUMANITIES/

VISUAL AND PERFORMING ARTS - 9 credit hours

(Select one from each of the three groupings)

Category I

Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309

Category II

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III

Cultural Studies 2370
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion 1304

OTHER- 4 credit hours

(Select each of the following)

Physical Education 1164 and
Computer Science 1300 or higher level COSC course.

Academic Transfer Programs

Richland College offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In addition to offering a strong, creative foundation for the freshman and sophomore years, the academic transfer curriculum is coordinated with a number of Texas four-year institutions to ensure the transfer of credits. Although each four-year school is different, you may guarantee the transferability of your courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at the college, you may ensure that the transfer process is a positive experience.

Another means of ensuring success in transferring to a Texas public college or university is to complete the core curriculum at Richland College since the entire core will transfer as a block of 48 credits. In addition, if you complete a Field of Study Associate in Arts/Associate in Sciences, the curriculum is guaranteed to transfer and count toward the specific major at all Texas public institutions.

Earning an Associate Degree Prior To Transferring

You may elect to earn a two-year associate degree. The Associate in Arts and the Associate in Sciences degrees are designed specifically for those students who plan to transfer to a Texas four-year institution. Both of these degrees are built upon the college's core curriculum. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. You should also keep in mind the Associate in Arts/Associate in Sciences Field of Study degrees in Business, Music, and the two programs in Teacher Preparation. The entire curriculum of the Field of Study degrees will transfer to all Texas public colleges and universities. In addition, the college offers "Emphasis" degrees that feature "majors" that are recommended to students transferring in a specific discipline. All these degree patterns are shown elsewhere in this catalog.

The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses that will apply toward a specific major at a specific university. Additional information about this degree can be found in this catalog or online: www.dcccd.edu.

Guarantee for Transfer Credit

See the introductory Live and Learn section for more information on this important program.

Transfer Dispute Resolution

The Texas Higher Education Coordinating Board (THECB) intends that approved academic coursework transfer between Texas public institutions, providing that the course(s) are within approved transfer curriculum of the declared major field and provided that published

transfer policies are met. Texas public institutions are required to notify students if approved academic coursework earned at another institution will not transfer. If you transfer to a college of the DCCCD, you can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. To dispute a transfer decision made by the college, you should contact the District Office of Articulation and Transfer Services to appeal the denial of transfer credit for any approved academic course. Call (214) 860-2453 or 2185.

If an academic course is not accepted in transfer by another Texas public college or university, you can request that the college submit a Transfer Dispute Form to the receiving institution. Forms are available through the District Office of Academic and Student Programs. The form must be completed within 15 days from the date you are notified of the non-transfer. If the college cannot identify an appropriate reason for the course not transferring, the form will be forwarded to the receiving institution and/or to the THECB for resolution.

Choosing A Major and Developing An Educational Plan

You may be entering college with a clear idea of what major you will choose and which senior institution you plan to attend. But, if you are like many students, you may not know where you will transfer or what your major will be.

If you are undecided about a major at the university, you may decide to take courses in the core curriculum as these will transfer to all Texas public universities. During the first semester, you should investigate your interests. By the second or third semester, you should begin to develop a clear sense of which senior institution you will attend and the requirements for your chosen degree program. Working closely with a counselor or advisor, and using current information from four-year institutions, you should follow the Associate in Arts / Associate in Sciences Degree plan because many of the required courses are often required at four-year institutions.

The counseling and advising personnel at the college can help you develop a degree plan for almost any major. Listed below are some of the four-year majors you can begin in the college:

Accounting	Marine Biology
Advertising	Marketing
Agriculture	Mathematics
American Studies	Medical Technology
Anthropology	*Medicine
Architecture	Meteorology
Art	Microbiology
Biological Science	Music
Botany	Music Education
Business Administration	Nursing
Chemistry	Occupational Therapy
Computer Science	Oceanography
Dance	Optometry
Dental Hygiene	Pharmacy
*Dentistry	Philosophy
Dietetics	Photojournalism
Drama	Physical Education
Economics	Physical Science
Engineering	Physical Therapy
English	Physics
Entomology	Political Science
Finance	Psychology
Fine Arts	Public Relations
Foreign Languages	Radio/TV/Film
Forestry	Recreation
Geography	Social Work
Geology	Sociology
Health Sciences	Speech Communication
History	Speech Pathology
Industrial Arts	Teacher Preparation
Interior Design	Telecommunications
Journalism	Theatre
*Law	*Veterinary Medicine
Legal Science	Wildlife Management
Liberal Arts	Zoology
Life Sciences	
Management	

*These fields require study beyond the bachelor's degree.

College Resources for Transfer Students

Richland College offers many resources designed specifically for those students planning to transfer to a university. You should take advantage of these resources early in your college experience, particularly if you have not chosen a major or have not selected a university. Many of the resources can assist you in making informed decisions when selecting courses, choosing a transfer institution, and completing all of the necessary steps in the transfer process.

Many resources are available online for future transfer students. On the Transfer Information and Services web page, www.dcccd.edu/trans/transfer.htm, you

will find:

- * Tips on how to transfer successfully.
- * Answers to "most commonly asked" transfer questions.
- * Transfer guides for specific majors at approximately 30 Texas universities.
- * Course-by-course equivalencies for college courses at Texas' universities.
- * Details on the Transfer Guarantee Program and the Associate in College University Transfer Degree
- * Educational resources for students and counselors/advisors.
- * DCCCD – University Articulation Agreements

Transfer Guides

Transfer Guides offer a listing of courses, by course numbers, necessary for a number of majors at many institutions throughout Texas. Transfer Guides may be available for the following majors:

Accounting	Kinesiology (Exercise and Sports Science)
Advertising Art	Legal Science
Aerospace Engineering	Management
Agriculture	Marketing
Architecture	Mathematics
Art	Medical Technology
Biology	Music
Business Administration	Music Education
Chemical Engineering	Nursing
Chemistry	Occupational Therapy
Civil Engineering	Pharmacy
Computer Science	Photojournalism
Criminal Justice	Physical Education
Dental Hygiene	Physical Therapy
E-commerce	Physician Assistant
Economics	Physics
Electrical Engineering	Political Science
English	Pre-Law
Exercise and Sports Studies	Pre-Medicine
Fashion Design	Pre-Veterinary Medicine
Fashion Merchandising	Psychology
Finance	Radio/TV/Film
Foreign Languages	Social Work
Geography	Sociology
Geology	Speech
History	Speech Pathology/Audiology
Motel & Restaurant Management	Teacher Preparation
Industrial Engineering	Theatre
Interior Design	Undecided

Although officials at the various universities have reviewed the information in these guides, the content is subject to change. It is your responsibility to verify the accuracy of this information with the institution of your choice. Counselors and academic advisors can also assist you in preparing for majors other than those listed above.

Course-by-Course Equivalency Guides

Equivalency Guides offer a listing of how every course transfers to each specific senior institution. This information can be helpful to you if you have selected a senior institution but have not chosen a major yet. You should note that the transfer equivalencies shown on these

guides offer information on how, or if, courses are generally accepted by the senior institution, and do not indicate how these courses will apply toward a particular major or degree program. A counselor or advisor can assist you in determining whether courses apply to a particular major.

Common Course Numbering System

To help meet your transfer needs, Richland College is a member of the Texas Common Course Numbering System Consortium. All Texas community/junior colleges participate in this system. Most universities are cooperating with this new numbering system indicating courses equivalent to the common course system.

Colleges teach courses similar in nature, and these courses have been designated by a common number. The common number facilitates the transfer of these courses between and among the participating institutions. Further in this catalog you will find course descriptions for every course offered at Richland College. Course descriptions will indicate if a course has been assigned a common course number. You should not assume that only courses with common course numbers will transfer.

Choosing A Catalog Year

The college catalog has a "life" of 5 years. This means that from the time you enter the college until you graduate, you may elect to utilize the requirements of any catalog during that 5-year period. If you plan to transfer, you should keep a copy of the catalog of the year in which you entered, the catalog of the university to which you wish to transfer, and the transfer guide valid at the time you enrolled at Richland. You may wish to maintain a copy of all course syllabi, particularly if you plan to transfer to either a private university or one located out of state.

Other Things to Consider

During the time you are enrolled in Richland College, you should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and you should be certain you understand all of the requirements for admission, such as:

- Application deadlines,
- Minimum grade-point average requirements,
- Limits on the number of credit hours that are acceptable in transfer,
- Policies regarding acceptance of repeated courses,
- Housing information, and
- Financial aid application procedures.

Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus visitation periods where you can meet with representatives from all areas of the institution.

There is a limit on the number of hours taken by any one student in which the state of Texas will reimburse universities. By law, some Texas public universities may charge a higher rate of tuition to students who exceed the limit. Contact the college or university to which you plan to transfer and obtain more information concerning tuition fees.

HOT TIP!

It is your responsibility as a student to know any specific requirement of the college or university to which you wish to transfer. This responsibility includes knowing course requirements, number of credit hours accepted and grade point average requirements.

Other Educational Programs

American English and Culture Institute

The Dallas County Community College District offers an intensive English program called the American English and Culture Institute (AECI) for international students preparing to study in American colleges and universities or planning to work in fields where English is the primary language. The AECI is a year-round program of English and culture study that is offered in eight-week sessions and divided into proficiency levels of one through six. Students who score higher than 117 but less than 197 on the computer-based TOEFL or who score higher than 430 but less than 530 on the paper-based TOEFL will be considered for the AECI.

Career and Technical Programs

You can prepare for a career as a skilled employee after one or two years of college study if you enroll in one of our many Career and Technical Programs. These programs are established after studies verify that related employment opportunities exist in business and industry. With the assistance and cooperation of representatives from local business, industry, and public agencies, the Career and Technical Programs are designed to meet increasing local and regional workforce needs. These programs provide you with the opportunity to develop the necessary competencies to meet the demands of area employers.



Career and Technical courses are accredited college courses that lead to a Certificate or an Associate in Applied Sciences Degree. We offer placement assistance to you as you complete course work in our Career and Technical Programs. We maintain a continuous relationship with local and regional industries to keep you informed of employment opportunities.

In addition to classroom instruction, Richland College offers external learning experiences programs. These are competency-based learning experiences provided at a work site that enhance lecture and laboratory instruction. See External Learning Experiences for Career and Technical Programs in this catalog for more information.

Certificate and associate degree Career and Technical Programs are offered at the college; these programs are designed for you to complete within one or two years. The Bill J. Priest Institute for Economic Development offers certificate programs; these are designed for you to complete in less than one year.

Richland College offers a Guarantee for Job Competency for all students who earn a certificate or an Associate in Applied Science Degree.

Certificate Programs

Some of Richland's Career and Technical Programs offer certificates to graduates. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses required in the certificate program will be used in the calculation of the GPA for determining eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program. If you attempt other coursework, your TASP-waived status will end, and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization in this catalog.

Credit-By-Examination

If you think you already meet the requirements of a course by experience or previous training, you may request credit by examination. You may not request credit-by-examination for courses in which you are currently enrolled. The Registrar's Office has information about the courses for which credit by examination is available. The examination may be an approved subject examination (not a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), Defense Activity for Nontraditional Education Support (DANTES), or an instructor-made test, depending on the course. You

should ensure college acceptance of specific national exams prior to taking them. Scores for national testing programs, such as CLEP, AP, and DANTES, will be valid for 10 years.

You must pay a test administration service charge for each course examination. This service charge must be paid prior to taking the examination and is not refundable. Final acceptance of credit-by-examination for specific degree purposes is determined by the degree-granting institution. If you are planning to use credit by examination to meet degree requirements at other institutions, you should check the receiving institution's requirements.

You must be currently enrolled at Richland College to receive credit by examination. Although your current enrollment in a course may normally make you ineligible for national testing programs, the Foreign Language Curriculum Committee permits an exception to this policy for students enrolled in foreign language courses. You may earn as many credits through examination as your ability permits and needs require, but at least 25% of the credit hours required for graduation must be taken through instruction and not through credit by examination.

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved credit by examination may choose to have either the grade earned or "CR" recorded on the transcript.

As of the publication date of this catalog, the following national tests are approved for credit-by-examination procedures:

Important notice: Students who meet the minimum passing standard on Computerized CLEP Exams will be awarded "CR". The option for a letter grade is not currently available.

CLEP Computerized Test Subject Exams (CLEP General Exams are NOT approved)

***See Testing Center for test limitations for these CLEP exams**



As of the publication date of this catalog, the following national tests are approved
for credit-by-examination procedures:

CLEP Computerized Test Subject Exams (CLEP General Exams are NOT approved)

*See Advisement for test limitations for these computerized CLEP exams

<i>Test Name</i>	<i>Minimum Score</i>	<i>Credits</i>	<i>Course(s)</i>
Principles of Accounting	50	6	ACCT 2301, 2302
Principles of Management	50	3	BMGT 1303
General Biology	50	8	BIOL 1406, 1407
Introductory Business Law	50	3	BUSI 2301
General Chemistry	50	8	CHEM 1411, 1412
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
English Literature	50	6	ENGL 2322, 2323
American Literature	50	6	ENGL 2327, 2328
College Level I French Language	50	8	FREN 1411, 1412
College Level I German Language	50	8	GERM 1411, 1412
College Level II German Language	63	14	GERM 1411, 1412, 2311, 2312
*American Government	50	3	GOVT 2302
History of U.S. I	50	3	HIST 1301
History of U.S. II	50	3	HIST 1302
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra	50	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus with Elementary Functions	50	5	MATH 2513
Introductory Psychology	50	3	PSYC 2301
Human Growth and Development	50	3	PSYC 2314
Introductory Sociology	50	3	SOCI 1301
College Level I Spanish Language	50	8	SPAN 1411, 1412
College Level II Spanish Language	54	14	SPAN 1411, 1412, 2311, 2312

CLEP Exams (CLEP General Exams are NOT approved). There are no paper/pencil CLEP Tests available.

* See College Testing Center for test limitations on these computerized CLEP tests.

Test Name	Minimum Score	Credits	Course(s)
Intro Accounting (version retired in 7/95)	47	6	ACCT 2301, 2302
Principles of Accounting	45	6	ACCT 2301, 2302
Intro Management (version retired in 7/94)	47	3	BMGT 1303
Principles of Management	46	3	BMGT 1303
General Biology	46	8	BIOL 1406, 1407
Intro to Business Law	51	3	BUSI 230
General Chemistry	47	8	CHEM 1411, 1412
Intro. Macroeconomics (version retired in 7/94)	48	3	ECON 2301
Intro. Microeconomics (version retired in 7/94)	47	3	ECON 2302
Principles of Macroeconomics	44	3	ECON 2301
Principles of Microeconomics	41	3	ECON 2302
English Literature	46	6	ENGL 2322, 2323
American Literature	46	6	ENGL 2327, 2328
College French 1 and 2 (version retired 7/97)	39	8	FREN 1411, 1412
College Level French Language	42	8	FREN 1411, 1412
College German 1 and 2 (version retired 7/95)	40	8	GERM 1411, 1412
College Level German Language	36	8	GERM 1411, 1412
College Level German Language	42	14	GERM 1411, 1412, 2311, 2312
*American Government	47	3	GOVT 2302

* In order to receive credit for GOVT 2301, students must take a departmental test on Texas Government. The departmental GOVT 2301 test may be given only to students who have also received credit for Government 2302 via CLEP

American History I (version retired 7/96)	45	3	HIST 1301
History of U.S. I	47	3	HIST 1301
History of U.S. II	46	3	HIST 1302
Western Civilization 1	46	3	HIST 2311
Western Civilization 2	47	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311

Test Name	Minimum Score	Credits	Course(s)
College Algebra (version retired 7/94)	45	3	MATH 1314
College Algebra	46	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus w/ Elem. Functions (Version retired 7/95)	47	5	MATH 2513
Calculus w/ Elem. Functions	41	5	MATH 2513
Intro. Psychology	47	3	PSYC 2301
Human Growth and Development	45	3	PSYC 2314
Intro. Sociology	47	3	SOCI 1301
College Spanish 1 and 2 (version retired 7/96)	41	8	SPAN 1411, 1412
College Spanish 1, 2, 3 and 4 (Version retired 7/96)	50	14	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	45	8	SPAN 1411, 1412
College Level Spanish Language	50	14	SPAN 1411, 1412, 2312

AP Advanced Placement Examinations

<i>Test Name</i>	<i>Minimum Score</i>	<i>Credits</i>	<i>Course(s)</i>
Art History	3	6	ARTS 1303, 1304
Biology	3	8	BIOL 1406, 1407
Calculus AB	3	5	MATH 2513
Calculus BC	3	9	MATH 2414, 2513
Chemistry	3	8	CHEM 1411, 1412
Computer Science A	3	8	COSC 1315
Computer Science AB	3	6	COSC 1315, 2315
English – Language and Comp	3	3	ENGL 1301
*English – Literature and Comp	3	(3 hours of Literature - ENGL)	
*French – Language	3	8	FREN 1411, 1412
*French – Language	4	11	FREN 1411, 1412, 2311
*French – Language	5	14	FREN 1411, 1412, 2311, 2312
*German – Language	3	8	GERM 1411, 1412
*German – Language	4	11	GERM 1411, 1412, 2311
*German – Language	5	14	GERM 1411, 1412, 2311, 2312

<i>AP Test Name</i>	<i>Minimum Score</i>	<i>Credits</i>	<i>Course(s)</i>
Government & Politics – US	3	3	GOVT 2302
Government – Comparative and Politics	3	3	GOVT 2371
History – European	3	6	HIST 2311, 2312
History – US	3	6	HIST 1301, 1302
Macroeconomics	3	3	ECON 2301
Microeconomics	3	3	ECON 2302
Music Theory	3	3	MUSI 1311
Physics B	3	8	PHYS 1401, 1402
Psychology	3	3	PSYC 2301
*Spanish – Language	3	8	SPAN 1411, 1412
*Spanish – Language	4	11	SPAN 1411, 1412, 2311
*Spanish – Language	5	14	SPAN 1411, 1412, 2311, 2312
Studio Art-Drawing	3	3	ARTS 1316

* Students taking Advanced Placement Exams have a choice of receiving a grade or "CR" for credit, except for the English—Literature & Composition exam and the AP language exams for which only "CR" may be granted. For all but the English – Literature & Composition exam and the AP language exams, a score of 3 equals C; a score of 4 equals B; a score of 5 equals A. If you take any of the tests listed above, you should check with the Registrar's Office to ensure these tests will be accepted in lieu of coursework. You should do this *prior* to taking the test as the previous list may change. You may challenge courses not on this list by taking an instructor-made examination. If you are interested in this method, contact the appropriate academic division office.

<i>Test Name</i>	<i>DANTES Minimum Score</i>	<i>Credits</i>	<i>Course(s)</i>
Principles of Financial Accounting	49	3	ACCT 2301
Introduction to Business	46	3	BUSI 1301
Lifespan Developmental Psychology	46	3	PSYC 2314

Certified Professional Secretary (CPS) Exam

Students who can provide documentation from the Institute for Certifying Secretaries that they have passed all sections of the CPS should be granted credit for 15 hours from the courses listed below. Such students must complete 12 college level hours within the DCCCD and at least two courses must be completed in Office Technology with a grade of C or better. Credit earned through the CPS is applicable only to the Associate of Applied Sciences in Office Technology program. The student may select no more than 15 hours from the list below and ACR@ should be shown on transcript.

<i>Before WECM</i>	<i>2001 WECM Course Name</i>	<i>Hours</i>
OFCT 1373	POFT 1309	3 hours
OFCT 1376	POFT 2301	3 hours
OFCT 1377	POFI 1301	3 hours
OFCT 1378	No Course Available	3 hours
OFCT 1380	POFI 1345 or POFI 1349	3 hours
OFCT 2370	POFT 1302	3 hours

Continuing Education Programs

Within Richland College, continuing education programs deliver flexible, diverse, visionary instruction responsive to the needs of public, private, and corporate citizens. Continuing Education programs provide workforce training, personal and professional development courses and other outreach programs to enhance individual, community and economic development including customized training for business and industry. See Business & Industry Services.

Continuing education instructors are professionals from the community chosen for their knowledge, expertise and experience in their fields. Training and instruction are offered as courses, programs, seminars, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes

starting throughout the year on weekdays and weekends both during the day and evening hours. Continuing education classes are offered on campus and in a variety of locations throughout the community. For specific information on public course offerings, contact college and request a current Continuing Education Schedule or find it online at www.dcccd.edu.

A variety of student services are available for Continuing Education

students including financial aid, library privileges, job placement assistance, tutoring and academic/career advising. Some scholarship and grant funds may be available for specific non-credit

programs and courses. To apply for these funds, contact the Richland College's Continuing Education or Financial Aid Office.

Continuing Education Units

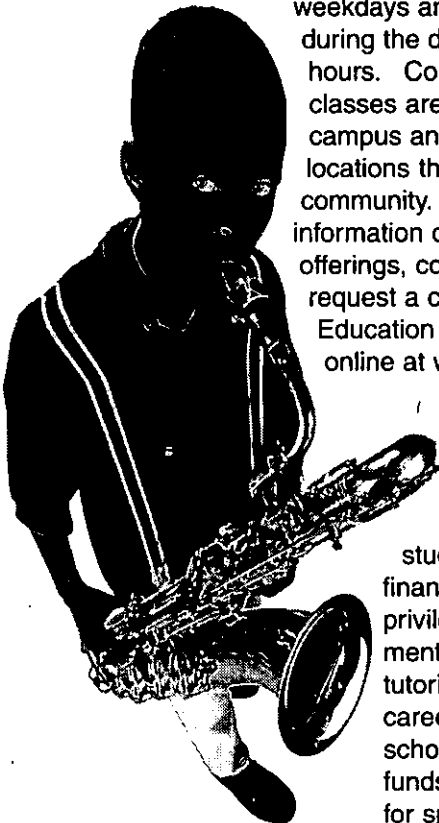
Continuing Education Units (CEUs) are transcribed upon successful completion of all requirements, competencies and learning outcomes for approved workforce education courses. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience. The CEU is a means of recording and accounting for continuing education activities and meeting the certification requirements of certain professional organizations.

Credit for Experiential Learning

Because individuals learn in a variety of ways and through a multitude of experiences, Richland College has established a means by which students may earn credit for college-equivalent education acquired through earlier schooling, work or other life experiences. In order to petition for experiential learning the student must be currently enrolled in the college assessing the learning experiences.

A student may be able to transcript college credit based on recommendations of the College Credit Recommendation Service of the American Council on Education. Such credit is granted as "CR." Evaluation and awarding of credit is the responsibility of the college where the student is enrolled.

A student may also petition for credit for other experiential learning. Portfolio assessment is one method by which the prior learning may be documented. Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program or discipline area evaluates the portfolio and determines commensurate credit. Credit is recorded as "CR." A second method is for the student to enroll in an existing section of a course (after consultation with the instructor) and develop an



individualized plan for participation and testing based on the instructor's evaluation of skill and experience levels. Completion of this method results in the award of a letter grade. Finally, any district curriculum committee has the option of designing a program unique to their discipline.

The number of equivalent credits awarded may not exceed 25% of the total number of credits required for the specific degree or certificate. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree or certificate objectives. No graduation, residency, degree or certificate program requirements will be waived as a result of credits earned through this process.

Developmental Education

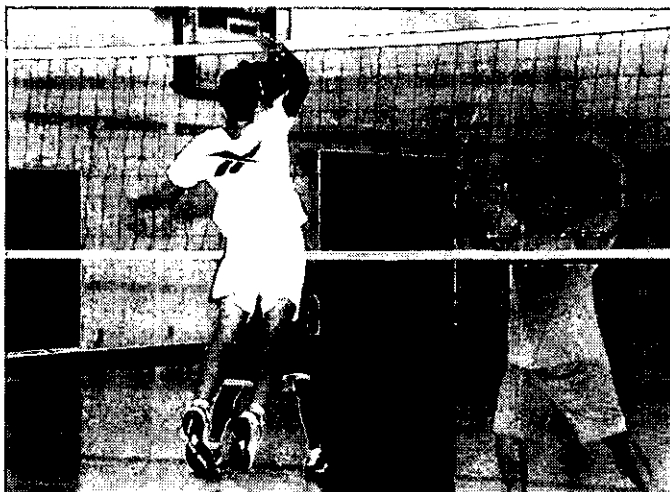
Richland College offers many levels of Developmental Writing, Developmental Reading, Developmental Math, and English as a Second Language courses to enable under-prepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. If you have low assessment test scores, you will be advised to enroll in developmental courses. Even if you are not required to take a developmental course, if you wish to review and improve your basic skills, you may also elect to take one or more of these courses. If you fail a portion of the state-mandated TASP, you will be required to participate continuously in developmental coursework until you meet the TASP standard for the failed section. Failure to attend and participate in the required developmental coursework will result in administrative withdrawal from all college-level classes.

Evening & Weekend College

Most courses offered during the day are also available in the evening or on the weekend. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction and excellent facilities. Student services, including advisement, health, library, bookstore, food services, financial aid, and recreation may be available. Instructors are selected from Richland College's own full-time staff, from outstanding Dallas-area educators, and from other professional specialists. To enroll in evening and weekend courses, contact the Admissions Office.

You may be eligible for reduced tuition of approximately 50% if you take classes between 1:30 p.m. and 4:30 p.m., Monday through Thursday or after 1:30 p.m. on Friday through Sunday at 11:00 p.m.



External Learning Experiences for Career and Technical Programs

An external learning experience for Career and Technical Programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction, and is provided at a work site appropriate to the program. An external learning experience allows you to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. Four types of external learning experiences are available: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and you must not be paid for the learning experience.

External Learning Experience work sites must be approved by the college, and employers must be willing to enter into training agreements with the college and the student/employee. The college will assist you in seeking

approved employment, if needed. Career and Technical Programs that include external learning experiences are indicated in this catalog. Prior to enrolling in one of these courses, you must consult with the Dean of the Business & Professions Division.

Human Development Courses

The Human Development curriculum is comprised of several courses that provide a theoretical and practical foundation in human growth and development across the

life span. These courses are organized around different topics including educational and career/life planning; interpersonal communication; personal and social growth; learning theory and study skills; and success in college. Richland College offers special sections of Human Development courses that emphasize various issues such as understanding multi-cultural concepts, making life transitions, and appreciating gender differences for special populations including women returning to school, adults making career or job changes, at-risk students, young adults, or academically under-prepared students.

Human Development courses transfer to many colleges and universities as elective credit. These courses use an experiential model that allows for the use of a variety of teaching and learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community.

International Studies/Study Abroad Opportunities

An important part of the commitment of Richland College to enhance student appreciation and understanding of diverse cultures is its international studies and study abroad programs. Therefore, any program offered by another college of the DCCCD is open to students of this college. These programs are available in a variety of countries during fall and spring semesters and in the summer and are available to students of this college. Semester-length programs are currently available in England, France, Costa Rica, Spain, Italy and Ireland. In most programs, no prior knowledge of a foreign language is required. Many of the colleges also offer study-abroad opportunities during the summer sessions. College faculty teach these courses, which normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Italy, Jamaica, Mexico, Portugal, Russia, Senegal, and Spain. For information about any of the semester or summer programs, contact the District Office of Student and Academic Programs 214-860-2410 or contact Richland's Study Abroad Office, 972-238-6301. There are also other non-semester length courses offered during the year.

Texas residents enrolled in colleges that are members of the North Texas Community College Consortium may enroll in DCCCD international courses by paying "in-District" tuition. These colleges include: Brookhaven, CedarValley, Cisco, Collin County, Eastfield, El Centro, Grayson County, Hill, Kilgore, McLennan, Mountain View, Navarro North Central Texas, Northeast Texas, North Lake, Panola, Paris, Richland, Tarrant, Texas State Technical at Marshall and Waco, Trinity Valley, Tulsa, Tyler, Vernon, Weatherford and the University of North Texas.

Non-Credit Student (Audit)

A person who meets Richland College's admission requirements may, with the consent of the division dean and instructor, enroll in a credit course as a non-credit student. As a non-credit student, you may attend class, but you will not receive a final grade or credit for the course. An instructor may give you exams if the instructor determines the examination is an essential component of the learning process. The tuition is the same for a non-credit student as for a credit student.

Servicemen's Opportunity College

In cooperation with other community colleges in the United States, Richland College participates in the Servicemen's Opportunity College. Through this program, you can plan an educational experience regardless of where the military requires you to serve. While military service, per se, carries no equivalent college credit, coursework earned in the military may result in equivalent college credit with appropriate documentation. For further information contact the Registrar's Office.

Tech Prep

Tech Prep is a college program that prepares students for technical careers. Participation in the program prepares the student for direct entry into the workplace as a technically skilled employee. It also leads to an associate degree, a post secondary certificate program, and may allow students the opportunity to continue toward completion of a baccalaureate degree.

Students can earn college credit while in high school through the Tech Prep Program. Richland College's Tech Prep program is a sequence of courses developed cooperatively between the school districts and Richland. These programs are supported and approved by both the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).

The Tech Prep policy is written as follows:

"Tech Prep students must enroll in an associate degree or certificate program at a college of the DCCCD to receive college credit for high school Tech Prep courses."

High school students must follow these steps to participate in Tech Prep:

Choose a Tech Prep career program offered at your high school.

Speak to the high school counselor and take the suggested high school classes.

Ask the high school counselor to fill out a "Transfer of Tech Prep College Credit" form.

After high school graduation:

- Enroll in the college where the Tech Prep associate degree is offered.
- Meet with an advisor at the college; declare a major and file a degree plan in a related Associate in Applied Science (AAS) degree or Certificate Program.
- Upon enrollment, the college personnel will begin developing a transcript for the student. The transcript will include courses taken at the high school, which meet Tech Prep requirements.

For more information about the Tech Prep program; contact the counselor or career and technology teacher at the high school or call the college's Tech Prep office.

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for semester credit hours and Continuing Education Units (CEUs). These courses are used by the college to respond rapidly to the needs of business and industry. The WECM offers a means for the college to continually design and update high quality workforce courses by receiving input from business and industry and community college faculty throughout Texas.

The Texas Higher Education Coordinating Board approves all courses cited in the WECM for use by all Texas public community and technical colleges. Therefore,

if you earn semester credit hours and CEUs by successfully completing the requirements for the course(s), you will be able to transfer the credits or CEUs to another Texas public community or technical college that also offers the same course(s).

Student Obligations

Attending Classes

You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing attendance policies and procedures you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F"

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.

Dropping A Course or Withdrawing from College

To drop a class or withdraw from Richland College you must follow the prescribed procedure. It is your responsibility as a student to drop or withdraw. Failure to do so will result in your receiving a performance grade, usually a grade of "F". Should circumstances prevent you from appearing in person to withdraw from the college, you may withdraw by the following: By mail or FAX to the registrar indicating which courses and by including college I.D. number and signature; through the college registration computer system; or through the "telephone registration" system. A drop/withdrawal request by any means must be received in the Registrar's Office by the semester deadline. No drop or withdrawal requests are accepted by telephone unless through the "telephone registration" system. If you drop a class or withdraw from the college before the semester deadline, you will receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See Refund Policy for possible refund eligibility.

Students who withdraw from a mandated remediation course as a result of TASP requirements must also withdraw from all college-level courses.

Grades & Transcripts

Grades and Grade Point Average

Final grades are reported for each student for every course according to the following grading system.

Grade Point	Grade Interpretation	Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
E*	Effort	Not computed
F	Failing	0 points
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, if you take a three-hour course and earn an "A" you will accumulate 12 grade points for that course. Your grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, if you take the following courses, you will earn the following grades and have a grade point average of 2.93:

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6

Total Credit Hours:	Total Grade Points:
12	35

$$\frac{35}{12} = 2.93$$

Your transcript and grade reports will indicate two different GPAs. GPA(1) is based upon all DCCCD courses in which you received a performance grade of A-F. GPA(1) is used to determine Suspension/Probation status and athletic participation eligibility. GPA(2) is based upon grade points earned in all college-level courses taken at the college and all other colleges of the DCCCD in which you received a performance grade of A-F. Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 are not used in the calculation of GPA(2). GPA(2) is used to determine eligibility for graduation, honor

rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA that may be considered by four-year institutions if you transfer. Federal financial aid eligibility is based upon ALL course work that is attempted.

For repeated courses, only the latest grade earned is included in cumulative grade point averages even if the latest grade is lower than a preceding grade. However, transcripts do indicate all work attempted and completed at all of the colleges of the DCCCD. When you withdraw from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

If you believe an error has been made in determining a course grade, you should contact the instructor or appropriate division office as soon as possible. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

An incomplete grade of "I" may be given when an unforeseen emergency prevents you from completing the work in a course. The "I" must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade.

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, you, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that the you are aware of and agree with the contract.

If you do not complete course requirements, you may receive a "WX" grade when the instructor determines that reasonable progress has been made and when you can re-enroll for course completion prior to the certification date in the next regular semester. If you do not complete the course requirements, the "WX" is converted to a performance grade.

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TASP guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

Students on Federal Financial Aid should check with the Financial Aid Office concerning E grade(s) and any impact they have on benefits.

Acceptable Scholastic Performance

College work is measured in terms of credit hours. The number of credit hours offered for each course is listed with the course description in this catalog. In college-level courses (those numbered above 1000), the number of credit hour a course has is indicated by the second digit of the course number. A course numbered 1301 is a 3-hour credit course, one numbered 2401 is a 4-hour course, etc.

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA(1), of 2.0 (on a 4.0 scale) or better. You may not be graduated from any degree or certificate program unless you have a cumulative grade point average of 2.0, based on GPA (2), or better. Grade points and hours earned in courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 cannot be used to meet graduation requirements.

Grade Reports/Notification of Grades

A grade report may be mailed to you at the address on record at the end of each semester.

HOT TIP!

Inform the Admissions Office of any changes in your name or address. This will ensure that your student records are accurate and that grade reports and other important documents are sent to the correct residence.

Transcript of Credit

The transcript of credit is a chronological listing of college credit classes attempted within the DCCCD seven-college system. The transcript is official if the document is embossed with the college seal and imprinted with the signature of the Registrar. It includes both GPA(1) and GPA(2).

Upon your written request, the Registrar's Office will send an official transcript you or to any college or agency named. A minimum of two working days is required for processing. A transcript will be released only if all obligations to the DCCCD have been settled. Transfer credits from other institutions are not recorded on transcripts. If you desire a transcript of work completed at another institution, you must secure it from that institution.

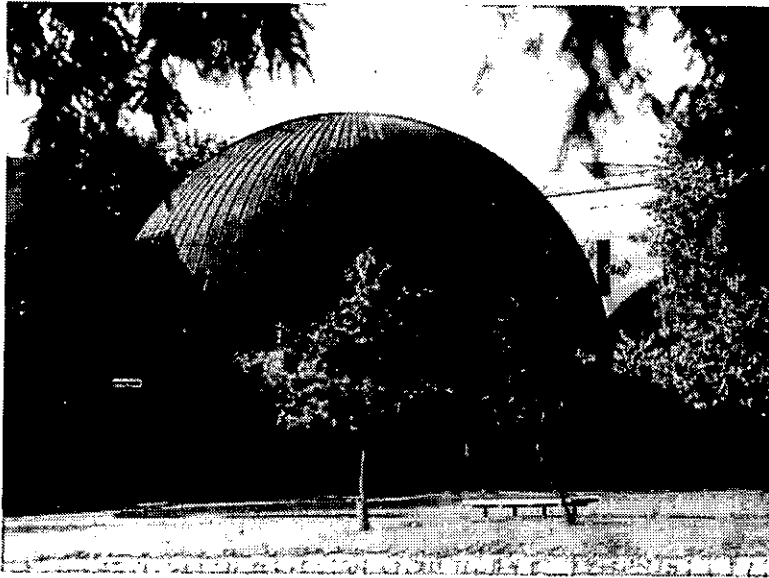
Transcript Evaluations

If you have completed course work at a regionally accredited college or university, and you will be working toward an associate degree or a certificate at Richland College, you should contact the Registrar's Office to request a transcript evaluation.

Probation, Suspension & Dismissal

Scholastic Probation

If you have completed a total of nine (9) credit hours with a performance grade of "A," "B," "C," "D" or "F" and have a grade point average based on GPA(1) of less than 2.0, you will be placed on scholastic probation. While on scholastic probation, you may have coursework and total hours limited, but you may re-enroll at Richland College if you earn a minimum 2.0 grade point average based on GPA(1) in each semester or summer session. While on scholastic probation, if you fail to meet the above requirements in a semester or summer session, you will be placed on scholastic suspension and will not be allowed to register.



Scholastic Suspension

If you are on scholastic probation and become ineligible to re-enroll, you shall be suspended from Richland College for not less than one semester.

After you have served a first suspension, you may petition for readmission. If readmission is approved, you may then continue to re-enroll with completion of a semester or summer session with a GPA of 2.0 or greater.

Academic Dismissal

If you do not meet the required standards and are placed on continued scholastic suspension for a second time, you will be academically dismissed for a period of 12 months. Prior to applying for readmission, you must present to the admissions committee a written explanation of how you plan to improve your academic standing. You may be readmitted on continued scholastic probation, and your coursework and total hours may be limited.

Indefinite Academic Dismissal

If you are readmitted after having been on scholastic suspension and academic dismissal, and subsequently fail to achieve a GPA(1) of 2.0 greater, you shall be placed on indefinite academic dismissal. After a period of more than 12 months, only the Vice President of Student Development or designee may recommend you for readmission.

It is your responsibility to understand and comply with the college's academic standards and procedures.

If you are on academic suspension or academic dismissal from another institution, you are ineligible for admission to Richland College unless you have met the academic standards required by the college.

Graduation Requirements

In addition to other graduation requirements, you are expected to complete within five (5) years the course and hour degree requirements as outlined in the catalog in effect at the time of your entrance to the college. You may have the option to select a more recent catalog year in which you were enrolled, provided the degree requirements are met within five (5) years of the catalog selected and the requisite courses are still offered.

To qualify for a second degree or certificate, you must fulfill the residence requirement and must complete all required courses in the plan for the second degree or certificate.

The college reserves the right to modify curricula or to make changes as appropriate.

You, the student, have the ultimate responsibility to select and register for courses meeting graduation requirements.

Associate Degree Plans

If you are seeking an associate degree, you should request a degree plan from the Registrar's Office no later than at the end of your freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time you request a degree plan. The application for the granting of the degree should be filed in the Registrar's Office prior to the deadline announced by the registrar.

Certificate Plans

If you are following a one-year certificate program, you should request an official plan during your first semester of enrollment. The application for the granting of the certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

Graduation Ceremony

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. If you graduate in December, you may participate in the next commencement if you desire; likewise if you graduate in July or August, you may participate in the spring commencement if you desire, but you are not required to do so. You should notify the Registrar's Office if you wish to participate in the commencement ceremony. Instructions for graduation are mailed to all candidates prior to commencement.

Waiving of Scholastic Deficiency for Graduation Purposes

Any student in an academic transfer program may transfer to an Associate in Applied Science Degree or certificate program. In such a case, you may choose to have any grades below "C" disregarded. The procedure for disregarding low grades below a "C" may only be exercised while you are in that career program. The GPA for an Associate in Applied Sciences Degree or certificate is based only on the hours used to meet degree requirements; however, the overall GPA(2) must still be 2.0 or above. If you change to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. If you wish to use the procedure for waiving scholastic deficiency, you should indicate this in writing to the registrar prior to registration, and you should inform a counselor of your intentions during the pre-registration advisement session.

Academic Recognition & College Honors

Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take six to 11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA(2) is used to determine academic recognition.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to give prestigious recognition to students with excellent scholarship and character, Phi Theta Kappa has always maintained fidelity to its founders' commitment to provide enrichment in four hallmarks: scholarship, leadership, service, and fellowship. Phi Theta Kappa features some of the nation's finest educational programs for community college students. These programs form the cornerstone of the college's successes in nurturing intellectual curiosity, good citizenship, and leadership potential. Many scholarship opportunities are available including the USA All-American Scholarships and the Guistwhite Scholarship Program.

Who's Who Among Students in American Community Colleges

Selections to Who's Who Among Students in America Community Colleges are made each fall. Who's Who is a highly regarded honor reserved for outstanding second-year college students eligible for the program. In general, students are recognized at graduation and at convocation in the spring.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title. These degrees may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education.

Students who plan to transfer must work closely with an advisor.

CREDIT HOURS TO BE COMPLETED

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

- English 1301
(A grade of "C" or better required)
- English 1302
- Speech 1311
(A grade of "C" or better required)

MATHEMATICS 3

(A grade of "C" or better required)

Select one from the following:

- Math 1314, Math 1324, Math 1332,
- Math 1333, Math 1348, Math 1414,
- Math 2342, Math 2412, or higher level

LAB SCIENCES 8

Select two from the following:

- Biology 1406, 1407, 1408, 1409;
- Chemistry 1405, 1407, 1411, 1412;
- Geology 1401, 1403, 1404, 1445;
- Physics 1401, 1402, 1405, 1407,
- 1411, 1412, 1415, 1417,
- 2425, 2426

NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES 15

Select each of the following:

- History 1301, 1302
- Government 2301, 2302

Select one from the following:

- Anthropology 2346, 2351;
- Economics 1303, 2301, 2302, 2311;
- Psychology 2301, 2314, 2316;
- Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS 9

*Select one from each of the
three groupings:*

- I. Arts 1301, 1303, 1304;
Dance 2303; Drama 1310, 2366;
Humanities 1301; Music 1306,
1308, 1309
- II. English 2321, 2322, 2323, 2326,
2327, 2328, 2331, 2332, 2333
- III. Cultural Studies 2370; History 2321,
2322, 2380, 2381; Philosophy 1301,
2306, 2307, 2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS 4

Select each of the following:

- Physical Education 1164 and
- Computer Science 1300 or higher
level COSC course

ELECTIVE CREDITS 13

These courses may be selected from those
designed for a major field of study.

TOTAL CREDIT HOURS

61

EFFECTIVE: Fall Semester 2002

ASSOCIATE IN SCIENCES DEGREE
BUSINESS FIELD OF STUDY

**This plan is an official Field of Study Degree approved by The Texas Higher Education Coordinating Board
Available at all DCCCD Colleges**

This degree plan is designed to meet the needs of students who plan to major in Business and transfer to a four-year college/university. This curriculum applies to the Bachelor of Arts, Bachelor of Science, or Bachelor of Business Administration as deemed appropriate by the awarding institution. The field of study in business included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 61-63 semester credit hour transfer block to any public Texas four-year college or university. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math1324;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
COMMUNICATION	9	HUMANITIES/VISUAL AND PERFORMING ARTS	9
<i>Select <u>each</u> of the following:</i> English 1301 (A grade of "C" or better required) English 1302 Speech 1315 (A grade of "C" or better required)		<i>Select <u>one</u> from <u>each</u> of the three groupings:</i> I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
MATHEMATICS	3	INSTITUTIONAL OPTIONS	5
Math 1324 (A grade of "C" or better required)		<i>Select <u>each</u> of the following:</i> Physical Education 1164 and BCIS 1405	
LAB SCIENCES	8	REQUIRED BUSINESS COURSES	12-14
<i>Select <u>two</u> from the following:</i> Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.		<i>Select <u>each</u> of the following:</i> Accounting 2301 or 2401 AND 2302 or 2402 Economics 2302 Math 1325 or 1425	
SOCIAL/BEHAVIORAL SCIENCES	15		
<i>Select <u>each</u> of the following:</i> History 1301, 1302 Government 2301, 2302 Economics 2301			
TOTAL CREDIT HOURS		61-63	

NOTE: Students who complete this plan are awarded the Associate in Sciences Degree in Business

EFFECTIVE: Fall Semester 2002

ASSOCIATE in SCIENCES DEGREE IN CHILD DEVELOPMENT/ EARLY CHILDHOOD EDUCATION

(TEACHER PREPARATION FOR PRE-K - GRADE 4)

This plan is an official Field of Study Degree approved by The Texas Higher Education Coordinating Board
Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, and Richland Colleges

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C", all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

In order to be eligible to receive an Associate in Sciences Degree, a student must:

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

English 1301

(A grade of "C" or better required)

English 1302

Speech 1311

(A grade of "C" or better required)

MATHEMATICS 3-4

(A grade of "C" or better required)

Select one of the following:

Math 1314 or Math 1414 or higher level

LAB SCIENCES 8

Select two from the following:

Biology 1406, 1407, 1408, 1409;

Chemistry 1405, 1407, 1411, 1412;

Geology 1401, 1403, 1404, 1445;

Physics 1401, 1402, 1405, 1407,

1411, 1412, 1415, 1417,

2425, 2426

NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES 15

Select each of the following:

History 1301, 1302

Government 2301, 2302

Psychology 2301

CREDIT HOURS TO BE COMPLETED

HUMANITIES/VISUAL AND PERFORMING ARTS 9

Select one from each of the three groupings:

I. Arts 1301 or Music 1306

II. English 2326, 2327, 2328, 2331, 2332, or 2333

III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304

INSTITUTIONAL OPTIONS 4

Select one of the following:

Physical Education 1164 and

Computer Science 1300 or higher level

COSC course

OTHER REQUIRED COURSES 12

Select each of the following:

Early Childhood Education (TECA) 1303

Early Childhood Education (TECA) 1311

Early Childhood Education (TECA) 1318

Early Childhood Education (TECA) 1354

ELECTIVE CREDITS 1-5

1 additional hour *or* one* of these:

Child Development (CDEC) 1421*

Child Development (CDEC) 1319*

Child Development (CDEC) 1359*

Child Development (CDEC) 2441*

*Before taking one, student should ensure the course is the correct one as approved by the university to which the student will transfer.

TOTAL CREDIT HOURS 61-66

Students receiving this degree will receive the Associate in Sciences Degree in Child Development/Early Childhood Education

EFFECTIVE: Fall Semester 2002

ASSOCIATE in SCIENCES DEGREE IN TEACHER PREPARATION FOR GRADES 4-8 CERTIFICATION

This plan is an official Field of Study Degree approved by The Texas Higher Education Coordinating Board
Available at Brookhaven, Eastfield, Mountain View, and Richland Colleges

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C", all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

In order to be eligible to receive an Associate in Sciences Degree, a student must:

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED	CREDIT HOURS TO BE COMPLETED
COMMUNICATION 9 <i>Select each of the following:</i> English 1301 (A grade of "C" or better required) English 1302 Speech 1311 (A grade of "C" or better required)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 <i>Select one from each of the three groupings:</i> I. Arts 1301 or Music 1306 II. English 2326, 2327, 2328, 2331, 2332, or 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304
MATHEMATICS 3-4 (A grade of "C" or better required) <i>Select one of the following:</i> Math 1314 or Math 1414 or higher level	INSTITUTIONAL OPTIONS 4 <i>Select one of the following:</i> Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 <i>Select two from the following:</i> Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.	OTHER REQUIRED COURSES 12 <i>Select each of the following:</i> Education (EDUC) 1301 Early Childhood Education (TECA) 1354 Math 1350 Math 1351
SOCIAL/BEHAVIORAL SCIENCES 15 <i>Select each of the following:</i> History 1301, 1302 Government 2301, 2302 Psychology 2301	ELECTIVE CREDITS 1-4 <i>Select 1 additional hour or one* of the following:</i> Child Development (CDEC) 1359* Education (EDUC) 1325* Geography (GEOG) 1301* Any 3-4 hour Spanish course *Before taking one, student should ensure the course is the correct one as approved by the university where the student will transfer and count it in their Bachelor of Science with a major in one of the following disciplines: Mathematics, Science, Mathematics/Science Composite, Social Sciences/Language Arts Composite, or Interdisciplinary Studies (Generalist and Bilingual Generalists).
TOTAL CREDIT HOURS	61-65

Students completing the requirements will receive the Associate in Sciences Degree in Teacher Preparation, Grades 4-8

EFFECTIVE: Fall Semester 2002

ASSOCIATE IN ARTS DEGREE MUSIC FIELD OF STUDY

This plan is an official Field of Study Degree approved by The Texas Higher Education Coordinating Board
Available at all DCCCD Colleges

This degree plan is designed to meet the needs of students who plan to major in Music and transfer to a four-year college/university. This curriculum applies to the Bachelor of Music degree, but also may be applied to the Bachelor of Arts or other baccalaureate-level music degree as deemed appropriate by the awarding institution. The field of study in music included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 66-semester credit hour transfer block to any public Texas four-year college or university.

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 66 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

- English 1301
(A grade of "C" or better required)
- English 1302
- Speech 1311
(A grade of "C" or better required)

MATHEMATICS 3

(A grade of "C" or better required)

Select one of the following:

- Math 1314 or Math 1414 or higher level

LAB SCIENCES 4-8*

**Select two from the following:*

- Biology 1406, 1407, 1408, 1409;
- Chemistry 1405, 1407, 1411, 1412;
- Geology 1401, 1403, 1404, 1445;
- Physics 1401, 1402, 1405, 1407,
1411, 1412, 1415, 1417,
2425, 2426

NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

*If a student is required to take 4 hrs. of Piano, this requirement is reduced to 4 hrs.

SOCIAL/BEHAVIORAL SCIENCES 12-15*

Select each of the following:

- History 1301, 1302
- Government 2301, 2302
- *Psychology 2301

*If the university to which student wishes to transfer requires both Music 1308 AND 1309, or if student is undecided, the student does not have to take Psychology 2301.

HUMANITIES/VISUAL AND PERFORMING ARTS 0-3**

**Music 1308

FIELD OF STUDY IN MUSIC

ENSEMBLE 4

Select four semester hours from the following:

- MUEN 1121, 1122, 1123, 1131, 1132,
1133, 1134, 1135, 1136, 1137, 1151,
1152, 1153, 2123, 2141
(Courses may be repeated for credit)

APPLIED STUDY 8

I. *Select eight semester hours in the major applied area of study from the following:*

- MUAP 1101, 1105, 1109, 1113, 1115, 1117,
1121, 1125, 1129, 1133, 1137, 1141, 1145,
1149, 1153, 1157, 1158, 1161, 1165, 1169,
1177, 1181, 2201, 2205, 2209, 2213, 2215,
2217, 2221, 2225, 2229, 2233, 2237, 2241,
2245, 2249, 2253, 2257, 2258, 2261, 2265,
2269, 2277, 2281
(Courses may be repeated for credit)

II. Applied/class piano 0-4*

*The actual number of hours is determined by the college based upon student's level and piano proficiency. If the institution determines the student needs 4 hours of piano, the Science requirement is reduced to 4 hours.

THEORY/AURAL SKILLS 16

Select 16 hours from the following:

- MUSI 1311, 1312, 2311, 2312, 1116,
1117, 2116, 2117
(Courses may be repeated for credit)

MUSIC LITERATURE 3-6**

Select one of the following:

- MUSI 1308** or MUSI 1309**

**If the institution to which the student wishes to transfer requires only one music literature course the student should take MUSI 1308. If it requires two, the student should not take Psychology 2301, but should take MUSI 1308 and 1309. In the latter case, MUSI 1308 meets the Humanities/Visual and Performing Arts requirement.

NOTE: Students who complete this plan are awarded the Associate in Arts Degree in Music

EFFECTIVE: Fall Semester 2002

ASSOCIATE in ARTS (A.A.) DEGREE EMPHASIS in ART

Available at all DCCCD Colleges

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Art. Students planning to continue their Art studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/ university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

- English 1301
(A grade of "C" or better required)
- English 1302
- Speech 1311
(A grade of "C" or better required)

MATHEMATICS 3

(A grade of "C" or better required)

Select one from the following:

- Math 1314, Math 1324, Math 1332,
- Math 1333, Math 1348, Math 1414,
- Math 2342, Math 2412, or higher level

LAB SCIENCES 8

Select two from the following:

- Biology 1406, 1407, 1408, 1409;
- Chemistry 1405, 1407, 1411, 1412;
- Geology 1401, 1403, 1404, 1445;
- Physics 1401, 1402, 1405, 1407,
- 1411, 1412, 1415, 1417,
- 2425, 2426

NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES 15

Select each of the following:

- History 1301, 1302
- Government 2301, 2302

Select one from the following:

- Anthropology 2346, 2351;
- Economics 1303, 2301, 2302, 2311;
- Psychology 2301, 2314, 2316;
- Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS 9

Select one from each of the three groupings:

- I. Arts 1303, 1304
- II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
- III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS 4

Select each of the following:

- Physical Education 1164 and
- Computer Science 1300 or higher level
- COSC course

ART EMPHASIS 13

This degree is awarded at 61 hours although students are encouraged to take at least 5 ARTS courses. Additional ARTS courses also may be taken for the purpose of developing skills and ideas and a strong portfolio of work.

Select three from the following:

- ARTS 1316
- ARTS 1317
- ARTS 1311
- ARTS 1312

Select two from the following:

- ARTS 2316, ARTS 2326, ARTS 2346,
- ARTS 2313, ARTS 2341, ARTS 2333,
- ARTS 2356, ARTS 1301 or 1304,
- ARTS 2323 and 2324, or ARTS 1316,
- ARTS 1317, ARTS 1311, ARTS 1312

TOTAL CREDIT HOURS

61

NOTE: Students who complete this plan are awarded the Associate in Arts Degree in Art

EFFECTIVE: Fall Semester 2001

ASSOCIATE in ARTS (A.A.) DEGREE EMPHASIS in JOURNALISM

Available at Brookhaven, Eastfield, North Lake and Richland Colleges

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Journalism. Students planning to continue their Journalism studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/ university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

- English 1301
(A grade of "C" or better required)
- English 1302
- Speech 1311
(A grade of "C" or better required)

MATHEMATICS 3

(A grade of "C" or better required)

Select one from the following:

- Math 1314, Math 1324, Math 1332,
- Math 1333, Math 1348, Math 1414,
- Math 2342, Math 2412, or higher level

LAB SCIENCES 8

Select two from the following:

- Biology 1406, 1407, 1408, 1409;
- Chemistry 1405, 1407, 1411, 1412;
- Geology 1401, 1403, 1404, 1445;
- Physics 1401, 1402, 1405, 1407,
- 1411, 1412, 1415, 1417,
- 2425, 2426

NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES 15

Select each of the following:

- History 1301, 1302
- Government 2301, 2302

Select one from the following:

- Anthropology 2346, 2351;
- Economics 1303, 2301, 2302, 2311;
- Psychology 2301, 2314, 2316;
- Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS 9

*Select one from each of the
three groupings:*

- I. Arts 1301, 1303, 1304
- II. English 2321, 2322, 2323, 2326, 2327,
2328, 2331, 2332, 2333
- III. Cultural Studies 2370; History 2321, 2322,
2380, 2381; Philosophy 1301, 2306, 2307,
2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS 4

Select each of the following:

- Physical Education 1164 and
- Computer Science 1300 or higher level
- COSC course

JOURNALISM 13

Select each of the following:

- Journalism 1307
- Journalism 2309
- Journalism 2311
- Journalism 1129 or 2129 or 2130

Select one from the following:

- Journalism 1335
- Journalism 2315
- Journalism 2327

TOTAL CREDIT HOURS

61

NOTE: Students who complete this plan are awarded the Associate in Arts Degree in Journalism

EFFECTIVE: Fall Semester 2001

ASSOCIATE in ARTS (A.A.) DEGREE EMPHASIS in PHOTOGRAPHIC/IMAGING

Available at Richland College

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Photographic/Imaging. Students planning to continue their Photographic/Imaging studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/ university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED	CREDIT HOURS TO BE COMPLETED
COMMUNICATION 9 <i>Select each of the following:</i> English 1301 (A grade of "C" or better required) English 1302 Speech 1311 (A grade of "C" or better required)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 <i>Select one from each of the three groupings:</i> I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304
MATHEMATICS 3 (A grade of "C" or better required) <i>Select one from the following:</i> Math 1314, Math 1324, Math 1332, Math 1333, Math 1348, Math 1414, Math 2342, Math 2412, or higher level	INSTITUTIONAL OPTIONS 4 <i>Select each of the following:</i> Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 <i>Select two from the following:</i> Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.	PHOTOGRAPHIC/IMAGING EMPHASIS 13 <i>Select at least 13 hours from among the following. This degree is awarded at 61 hours although students are encouraged to take ALL courses from the following:</i> PHOT 1316 or ARTS 2356 PHOT 1317 or ARTS 2357 PHOT 2325 PHOT 2326 PHOT 2356 PHOT ARTS 2389
SOCIAL/BEHAVIORAL SCIENCES 15 <i>Select each of the following:</i> History 1301, 1302 Government 2301, 2302 <i>Select one from the following:</i> Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	
TOTAL CREDIT HOURS	61

NOTE: Students who complete this plan are awarded the Associate in Arts Degree in Photographic/Imaging

EFFECTIVE: Fall Semester 2001

ASSOCIATE in ARTS (A.A.) DEGREE EMPHASIS in URBAN EDUCATION

Available at El Centro, North Lake and Richland Colleges and Transferable to
UT Arlington and Texas Woman's University

This is an "Articulated Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to major in Urban Education and pursue a teaching career. This plan will transfer directly into the Bachelor of Arts degree in Child Studies (with EC4 and EC4 Bilingual teacher certification) at UT Arlington. It will also transfer directly into the Bachelor of Science degree in Interdisciplinary Studies (with EC4 and EC4 Bilingual teacher certification) at Texas Woman's University. Students should work closely with an advisor if they plan to transfer into teacher certification programs at other universities.

In order to be eligible to receive this degree, a student must:

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

Select each of the following:

- English 1301
(A grade of "C" or better required)
- English 1302
- Speech 1311
(A grade of "C" or better required)

MATHEMATICS 3

(A grade of "C" or better required)

Select one of the following:

- Math 1314 or 1414

LAB SCIENCES 8

Select two from the following:

- Biology 1406 and 1407 or 1408 and 1409;
- Chemistry 1405, 1407;
- Geology 1403, 1404;
- Physics 1405, 1407

NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES 15

Select each of the following:

- History 1301, 1302
- Government 2301, 2302

Select one of the following:

- Psychology 2301 or 2314

HUMANITIES/VISUAL AND PERFORMING ARTS 9

Select one from each of the three groupings:

- I. Arts 1301 or Music 1306
- II. English 2326, 2327, 2328, 2331, 2332, or 2333
- III. EDTC 1325 (which will be substituted for CUST 2370)

INSTITUTIONAL OPTIONS 4

Select each of the following:

- Physical Education 1164 and
- Computer Science 1300 or higher level
- COSC course

URBAN EDUCATION EMPHASIS 13

Select each of the following:

- Education (EDTC) 1301
- Child Development (CDEC) 1359
- Education (EDTC) 1321
- Spanish (SPAN) 1411

While the degree is awarded upon the completion of 61 hours, students are strongly encouraged to complete SPAN 1412 also.

TOTAL CREDIT HOURS

61

NOTE: Students who complete this plan are awarded the Associate in Arts Degree in Urban Education

EFFECTIVE: Fall Semester 2001

ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCES OR ASSOCIATE IN BUSINESS FAST TRACK DEGREE OPTION

(Available only at Richland College)

This degree plan is designed to meet the needs of students who want to complete the Associate Degree in twelve months. Core courses and electives for the Fast Track Associate Degree may be taken in a variety of formats including regular-length semester classes, telecourses, May term classes, winter term classes, summer term classes or other flexible schedule options. Courses and electives designed specifically for the Fast Track Associate Degree begin every four, six or eight weeks to allow students maximum flexibility in their schedules. The Fast Track Associate Degree may be completed using a day, evening, or combined schedule of classes.

In order to receive an Associate Degree, a student must:

- (1) Complete a minimum of 6 credit hours (see curriculum pattern for required courses);
- (2) Receive a grade of "C" or better in core courses;
- (3) Have a passing score on all sections of TASP (for students entering DCCCD Fall, 1989, or thereafter).

Students planning to transfer to a four year institution must consult the catalog of that institution to ensure selected courses will both transfer and apply toward the intended major. Material about transfer information is available in the Advising Center.

DAYTIME SCHEDULE			EVENING SCHEDULE		
FALL 1			FALL 1		
8:30-11:30	HIST 1301*	3	5:20-6:40 p.m.	DMAT (if needed) or ECON 2301*** (regular semester length courses)	3
12:30-3:30	HDEV 1372** or ECON 2301***	<u>3</u>	6:45-9:45 p.m.	HDEV 1372**	<u>3</u>
		6			3-6
FALL 2			FALL 2		
8:30-11:30	ENGL 1301*	3	5:20-6:40	DMAT or ECON (continued)	
12:30-3:30	SPCH 1311*	<u>3</u>	6:45-9:45	ENGL 1301*	3
		6			
FALL 3			FALL 3		
8:30-11:30	HIST 1302*	3	5:20-6:40	DMAT or ECON (continued)	
12:30-3:30	PSYC 2306** or ECON 2302***	<u>3</u>	6:45-9:45	ENGL 1302*	3
		6			
FALL 4			FALL 4		
8:30-11:30	ENGL 1302*	3	5:20-6:40	DMAT or ECON (continued)	
12:30-3:30	MATH 1314* or MATH 1324***	<u>3</u>	6:45-9:45	SPCH 1311*	3
		6			
WINTERTERM			SPRING 1		
9:00-2:30	HUMA 1301*	3	5:20-6:40	DMAT (if needed) or ECON 2302*** (regular semester length courses)	3
SPRING 1			6:45-9:45	HIST 1301*	<u>3</u>
8:30-11:30	PSYC 2301*	3			3-6
12:30-3:30	PHYS 1415*	<u>4</u>	SPRING 2		
		7	5:20-6:40	DMAT or ECON (continued)	
SPRING 2			6:45-9:45	HIST 1302*	3
8:30-11:30	GOVT 2301*	3	SPRING 3		
12:30-3:30	PHYS 1415* (continued from Spring 1)	<u>3</u>	5:20-6:40	DMAT or ECON (continued)	
		3	6:45-9:45	HUMA 1301*	3
SPRING 3			SPRING 4		
8:30-11:30	ENGL 2332*	3	5:20-6:40	DMAT or ECON (continued)	
12:30-3:30	PHYS 1417*	<u>4</u>	6:45-9:45	MATH 1314*	3
		7	MAYTERM		
SPRING 4			6:45-9:45	PSYC 2301*	3
8:30-11:30	GOVT 2302*	3			
12:30-3:30	PHYS 1417* (continued from Spring 3)	<u>3</u>			
		3			

(Continued on next page)

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KEY:

- * = required for the AAS Degree via Fast Track. Other course options outside the Fast Track format exist
- ** = elective course (may be replaced by other course options)
- *** = students desiring to complete the AAS Business Degree program should enroll in these options

**ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCES
OR ASSOCIATE IN BUSINESS FIELD OF STUDY
FAST TRACK DEGREE OPTION (Continued)**

(Available only at Richland College)

DAYTIME SCHEDULE (continued)			EVENING SCHEDULE (continued)		
MAYTERM 8:30-12:00	PHIL 2306* or MATH1325***	3	SUMMER 1 5:30-9:40	PHYS 1415*	4
SUMMER 1 Morning	BUSI 1307*	3	SUMMER 2 5:30-9:40	PHYS 1417*	4
Afternoon	ENGL 2311** or ACCT 2301***	<u>3</u> 3-6	FALL 1 5:20-6:40	DMAT (if needed) or MATH 1324*** (regular semester length courses)	3
SUMMER 2 Morning	PHED 1164 or ACCT 2302****	3	6:45-9:45	GOVT 2301*	<u>3</u> 3-6
Afternoon	COSC 1401**	<u>4</u> 7	FALL 2 5:20-6:40	DMAT or MATH (continued)	
	TOTAL MINIMUM CREDITS =	61	6:45-9:45	GOVT 2302*	3
			FALL 3 5:20-6:40	DMAT or MATH (continued)	
			6:45-9:45	ENGL 2328*	3
			FALL 4 5:20-6:40	DMAT or MATH (continued)	
			6:45-9:45	PHIL 2306*	3
			SPRING 1 5:20-6:40	DMAT (if needed) or MATH 1325*** (regular semester length courses)	3
			6:45-9:45	BUSI 1307*	<u>3</u> 3-6
			SPRING 2 5:20-6:40	DMAT or MATH (continued)	
			6:45-9:45	ENGL 2311*	3
			SPRING 3 5:20-6:40	DMAT or MATH (continued)	
			6:45-9:45	COSC 1401**	3
			SPRING 4 5:20-6:40	DMAT or MATH (continued)	
			6:45-9:45	PSYC 2306**	3
			MAYTERM 6:45-9:45	PHED 1164*	1
			SUMMER 1 5:30-9:40	ACCT 2301***	3
			SUMMER 2 5:30-9:40	ACCT 2302***	<u>3</u>
			TOTAL MINIMUM CREDITS =		61

KEY:

- * = required for the AAS Degree via Fast Track. Other course options outside the Fast Track format exist
- ** = elective course (may be replaced by other course options)
- *** = students desiring to complete the AAS Business Degree program should enroll in these options

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2002-2003 Technical/Occupational Programs Offered On Our Campuses

BH - Brookhaven College CV - Cedar Valley College EF - Eastfield College EC - El Centro College
MV - Mountain View College NL - North Lake College RL - Richland College

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Accounting AAS	•	•	•	•	•	•	•
Accounting Technician Enhanced Skills Certificate	•	•	•	•	•	•	•
Accounting Assistant Certificate	•	•	•	•	•	•	•
Accounting Clerk Certificate	•	•	•	•	•	•	•
Air Conditioning & Refrigeration – Residential AAS	•	•			•		
Profit Center Manager Enhanced Skills Certificate		•			•		
Residential Technician I Certificate		•	•		•		
Technician III Certificate		•	•		•		
Air Conditioning & Refrigeration Technology AAS			•				
Associate Degree Nursing AAS	•			•			
Perioperative Nurse Intern Enhanced Skills Cert.				•			
Auto Body Technology AAS			•				
Auto Body Metal Technician Certificate			•				
Auto Body Painter Certificate			•				
Auto Body Shop Management Certificate			•				
Auto Body Technology Certificate			•				
Automotive Technology	•	•	•				
Dealership-Sponsored Technician AAS	•						
Service Technician AAS	•	•	•				
Chassis Service Technician Certificate	•	•	•				
Electronics and Climate Controls Certificate	•	•	•				
Engine Repair and Performance Certificate	•	•	•				
Transmission Service Technician Certificate	•	•	•				
Automotive Technology/Diesel & Heavy Equipment			•				
Construction Equipment AAS			•				
Heavy Truck AAS			•				
Construction Equipment Technician Certificate			•				
Diesel Engine Fuel Systems Technician Certificate			•				
Heavy Truck Technician Certificate			•				
Preventive Maintenance Technician Certificate		•	•				
Aviation Technology					•		
Aircraft Dispatcher AAS					•		
Aircraft Dispatcher Certificate					•		
Airport Management AAS					•		
Professional Pilot Option AAS					•		
Biotechnology AAS				•	•		
Biotechnology Certificate				•	•		
Business Administration AAS	•	•	•	•	•	•	•
Business Trainee I Skills Achievement Award	•						
Business Trainee II Skills Achievement Award	•						
Business Trainee III Skills Achievement Award	•						
Child Development Associate	•		•				
Administrator Enhanced Skills Certificate	•		•				
Infant and Toddler Specialist Enhanced Skills Cert.	•		•				
Special Child Caregiver Enhanced Skills Cert.	•		•				
Administrative Certificate	•		•				

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Assoc. Skills Ach. Award	•		•				
Early Childhood Training Certificate	•		•				
Infant-Toddler Certificate	•		•				
School-Age Caregiver Certificate	•		•				
Special Child Skills Achievement Award	•		•				
Commercial Music		•					
Arranger/Composer/Copyist AAS		•					
Music Retailing AAS		•					
Music Retailing Certificate		•					
Performing Musician AAS		•					
Performing Musician Certificate		•					
Recording Technology AAS		•					
Recording Technology One-Year Certificate		•					
Recording Technology Two-Year Certificate		•					
Computer-Aided Design & Drafting AAS			•		•		
Computer-Aided Design/Drafting Enh. Skills Cert.			•		•		
Computer-Aided Design Operator Certificate			•		•		
Computer-Aided Design Advanced Operator Cert.			•		•		
Integrated Circuit Design AAS			•				
Integrated Circuit Design Certificate			•				
Computer Graphics AAS		•				•	
Computer Graphics Certificate		•				•	
Computer Information Technology	•	•	•	•	•	•	•
Cisco Networking Asst. Skills Achievement Award				•			
Cisco Networking Intern Skills Achievement Award				•			
CNE-5 Certificate							•
C Programming Skills Achievement Award	•						
Computer Networking AAS	•	•			•	•	
Midrange Specialist AAS				•			
Midrange Assistant Certificate				•			
Midrange Tech Support Certificate				•			
Network Administrator and Support AAS			•				•
Networking Specialist Enhanced Skills Certificate							•
Networking Associate Certificate	•			•	•	•	•
Networking Professional Certificate				•	•	•	•
Networking Support Certificate	•	•			•	•	
Personal Computer Support AAS	•	•	•	•	•	•	•
Personal Computer Specialist Certificate	•	•	•	•	•	•	•
Personal Computer Technician Certificate	•	•	•	•	•	•	•
Personal Computer User Certificate	•	•	•	•	•	•	•
Personal Computer Technology Skills Ach. Award	•						
Software Programmer/Developer AAS	•	•	•	•	•	•	•
Software Programmer/Developer Assistant Cert.	•	•	•	•	•	•	•
Unix AAS	•					•	•
Unix Administrator Certificate	•					•	•
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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2002-2003 Technical/Occupational Programs Offered On Our Campuses

BH - Brookhaven College CV - Cedar Valley College EF - Eastfield College EC - El Centro College
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Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Unix Skills Achievement Award	•						
Visual Basic Programming Skills Ach. Award	•						
Web Developer Specialist Certificate	•	•	•	•	•	•	•
WIN2000 Networking Certificate			•			•	
Construction Management and Technology AAS						•	
Construction Technology AAS						•	
Construction Technology Certificate						•	
Criminal Justice AAS		•	•	•	•		
Human Services Enhanced Skills Certificate			•	•	•		
Law Enforcement Enhanced Skills Certificate		•	•	•	•		
Criminal Justice Certificate (45 hours)		•	•	•	•		
Criminal Justice Certificate (30 hours)		•	•	•	•		
Diagnostic Medical Sonography AAS				•			
Diagnostic Medical Sonography Certificate				•			
Digital Imaging Technology AAS		•					
Digital Photography Certificate		•					
Electronic Pre-Press Certificate		•					
Echocardiology Technology AAS				•			
Echocardiology Technology Certificate				•			
Educational Personnel AAS						•	
Bilingual/ESL AAS						•	
Educational Assistant Certificate						•	
Electrical Technology AAS						•	
Electrical Construction AAS						•	
Electrical Construction Certificate						•	
Electrical Technology Certificate						•	
Electronic Commerce AAS	•		•		•	•	•
Electronic Telecommunications AAS			•				
Telephony Supervisor Enhanced Skills Certificate			•				
Convergence Technology AAS						•	
Convergence Technology Certificate						•	
Technical Platform Certificate (20 hours)						•	
Electronic Telecommunications Certificate			•				
Technical Platform Certificate (16 hours)			•				
Wireless Communications Technology Certificate			•				
Electronics/Computer Technology AAS			•				
Computer Technology Enhanced Skills Certificate			•				
Telecommunications Enhanced Skills Certificate			•				
Basic Electronics Technology Certificate			•				
Semiconductor Manufacturing Technology AAS			•				
Electronics Technology AAS					•	•	
Avionics Enhanced Skills Certificate					•		
Automated Manufacturing Enhanced Skills Cert.					•	•	
Computer Maintenance Enhanced Skills Cert.					•	•	
Avionics Technology Certificate					•		
Semiconductor Manufacturing Technology AAS					•	•	

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Emergency Medical Services	•						
Paramedicine AAS	•						
Emergency Medical Technician Basic Certificate	•						
Engine Technology		•					
Motorcycle Mechanics Certificate		•					
Outboard Mechanics Certificate		•					
Small Engine Mechanics Certificate		•					
Engineering Technology			•			•	
CAD/CAM Certificate						•	
Computer-Aided Design AAS						•	
Electronics Technology AAS						•	
Electronics Technology Certificate						•	
Integrated Circuit Layout AAS			•			•	
Integrated Circuit Layout Certificate			•			•	
Computer-Aided Design Skills Ach. Award						•	
Parametric Automated Design Skills Ach. Award						•	
Fashion Design				•			
Apparel Design AAS				•			
Pattern Design AAS				•			
Food And Hospitality Institute				•			
Bakery/Pastry AAS				•			
Bakery/Pastry Certificate				•			
Certified Food and Hospitality Manager Certificate				•			
Culinary Arts AAS				•			
Basic Culinary Skills Certificate				•			
Food and Hospitality Service AAS				•			
Food and Hospitality Service Certificate				•			
Geographic Information Systems Technology Cert.					•		
Health Information Management AAS					•		
Medical Records Coder Certificate					•		
Hospitality Management AAS						•	
Hospitality Management Certificate						•	
Interior Design AAS				•			
Interior Design Advanced Technical Certificate				•			
International Business & Trade AAS				•		•	
Import/Export Certificate				•		•	
International Business & Trade Certificate				•		•	
International Business & Trade Skills Ach. Award				•		•	
Internet Development Technologies AAS				•			
Interpreter Training Program AAS			•				
Deaf Studies Certificate			•				
Invasive Cardiovascular Technology AAS				•			
Invasive Cardiovascular Technology Certificate				•			
Logistics Technology AAS	•					•	
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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2002-2003 Technical/Occupational Programs Offered On Our Campuses

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[illegible][illegible]

ACCOUNTING

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ACCT

This degree is designed to prepare students for various career opportunities in accounting. Students may specialize in the areas of financial, managerial, cost, tax, and/or small business accounting. Emphasis is placed on internal accounting procedures and generally accepted accounting principles. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experience and/or further education.

CREDIT HOURS

SEMESTER I

+ACCT 2301	Principles of Accounting I OR	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective ¹	Business/Technical	3-4
		15-17

SEMESTER II

ACCT 2302	Principles of Accounting II OR	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
Elective ¹	Business/Technical	3-4
		15-17

SEMESTER III

ECON 2301	Principles of Economics I	3
+++MATH 1324	Mathematics for Business and Economics I	3
Elective ¹	Business/Technical	3-4
Elective ²	Accounting Specialty	3
Elective ³	Social/Behavioral Science	3
		15-16

SEMESTER IV

ECON 2302	Principles of Economics II	3
ENGL 1302	Composition II	3
Elective ¹	Business/Technical	3-4
Elective ²	Accounting Specialty	3
Elective ⁴	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 60-66

Upon completion of Semester I courses, the Accounting Clerk Certificate will be conferred.

Upon completion of Semester I and Semester II courses, the Accounting Assistant Certificate will be conferred.

Upon completion of Semester I through Semester IV courses, the Associate in Applied Sciences Degree in Accounting will be conferred.

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective¹ (Business/Technical) list.

+++Any MATH course numbered 1300 or above may be substituted.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

Elective²—The Accounting Specialty elective must be selected from the following accounting courses:

ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1380	Cooperative Education-Accounting	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I	3
ACNT 2304	Intermediate Accounting II	3
ACNT 2309	Cost Accounting	3
ACNT 2311	Managerial Accounting	3
ACNT 2380	Cooperative Education-Accounting	3

Elective³—The Social/Behavioral Science elective must be selected from the following fields/courses:

Anthropology, ECON 1303, Geography (excluding GEOG 1301), Government, History, Human Development, Psychology, Sociology.

Elective⁴—The Humanities/Fine Arts elective must be selected from the following fields:

Art, Dance, Drama, English, Foreign Language, Humanities, Music, Philosophy, Religion, Sign Language.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Accounting and provides the student advanced skills required by the industry to specialize in Accounting Technician.

ACCOUNTING TECHNICIAN

Offered at all seven campuses

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: ES.ACCT.TECH

	CREDIT HOURS
SEMESTER I	
ACNT XXXX	3
ACNT XXXX	<u>3</u>
	6

Minimum Hours Required 6

Select two courses not previously taken in the Associate in Applied Sciences Degree in Accounting from the following Accounting Specialty Courses:

ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1331	Federal Income Tax: Individual.....	3
ACNT 1380	Cooperative Education-Accounting.....	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I	3
ACNT 2304	Intermediate Accounting II	3
ACNT 2309	Cost Accounting	3
ACNT 2311	Managerial Accounting.....	3
ACNT 2380	Cooperative Education-Accounting.....	3

This is a Tech Prep Program. Students interested in pursuing this Tech Prep Enhanced Skills Certificate should consult their advisor.

ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.ACCT.ASSIST

The program is designed to provide the student with an expanded knowledge of basic accounting and business principles while emphasizing the development of communication and human relations skills necessary for advancement in accounting or other business-related careers. The courses required for this certificate are applicable to the Associate in Applied Sciences Degree in Accounting.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR	3
+ACCT 2401 Principles of Accounting I	(4)
ACNT 1311 Introduction to Computerized Accounting	3
++POFT 1325 Business Math and Machine Applications	3
++POFI 2301 Word Processing	3
Elective ¹ Business/Technical	3-4
	15-17
SEMESTER II	
ACCT 2302 Principles of Accounting II OR	3
ACCT 2402 Principles of Accounting II	(4)
ACNT 1313 Computerized Accounting Applications	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
Elective ¹ Business/Technical	3-4
	15-17

Minimum Hours Required 30-34

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective¹ (Business/ Technical) list.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.ACCT.CLERK

This program is designed to provide the student with the skills necessary to obtain entry-level employment in accounting. Emphasis is on the development of basic accounting, spreadsheet, word processing, and ten-key skills. The courses required for the certificate are applicable to the Accounting Assistant Certificate and the Associate in Applied Sciences Degree in Accounting.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR	3
+ACCT 2401 Principles of Accounting I	(4)
ACNT 1311 Introduction to Computerized Accounting	3
++POFT 1325 Business Math and Machine Applications	3
++POFI 2301 Word Processing	3
Elective ¹ Business/Technical	3-4
	15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective¹ (Business/ Technical) list.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.BUSI.ADMIN

The Associate in Applied Sciences Degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. This degree focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law).

	CREDIT HOURS
SEMESTER I	
BMGT 1303 Principles of Management	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
Mathematics*	3-4
+Elective	3
	15-16
SEMESTER II	
MRKG 1311 Principles of Marketing	3
ACCT 2301 Principles of Accounting I** OR	3
ACCT 2401 Principles of Accounting I**	(4)
ENGL 1302 Composition II	3
ITSC 1401 Introduction to Computers	4
+Elective	3
	16-17
SEMESTER III	
ACCT 2302 Principles of Accounting II OR	3
ACCT 2402 Principles of Accounting II	(4)
BUSI 2301 Business Law	3
ECON 2301 Principles of Economics I	3
PSYC 2302 Applied Psychology	3
SPCH 1311 Introduction to Speech Communication	3
	15-16
SEMESTER IV	
HRPO 2301 Human Resources Management	3
HRPO 2307 Organizational Behavior	3
ECON 2302 Principles of Economics II	3
POFT 1302 Business Communications I	3
BMGT 2382 Cooperative Education-Business Administration and Management, General	3
++Elective Humanities/Fine Arts	3
	18
Minimum Hours Required	64-67

+Electives-may be selected from the following:

BMGT	1191	Special Topics in Business Administration and Management, General	1
BMGT	1301	Supervision	3
BMGT	1302	Principles of Retailing	3
BMGT	1333	Principles of Salesmanship	3
BMGT	1349	Advertising and Sales Promotion	3
BMGT	1382	Cooperative Education-Business Administration and Management, General	3
BMGT	1383	Cooperative Education-Business Administration and Management, General	3
BMGT	1391	Special Topics in Business Administration and Management, General	3
BMGT	2331	Total Quality Management	3
BMGT	2383	Cooperative Education-Business Administration and Management, General	3
BUSG	1315	Small Business Operations	3
BUSG	1341	Small Business Financing	3
BUSG	2309	Small Business Management	3
IBUS	1305	Introduction to International Business and Trade	3
IBUS	1354	International Marketing Management	3
IBUS	2335	International Business Law	3
IBUS	2339	International Banking and Finance	3
IBUS	2341	International Comparative Management	3
POFT	1325	Business Math and Machine Applications	3
POFT	1329	Keyboarding and Document Formatting	3

++Elective-may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2323	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
		Foreign Language or American Sign Language	4

*Mathematics must be selected from the following:

MATH	1314	College Algebra OR	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3
MATH	2342	Introductory Statistics	3

**Students may substitute ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.PC.USER

This one semester certificate option is designed to provide training for those wishing to have a basic understanding of word processing, spreadsheets, database, and pc operating systems. The graduate will be qualified to use software applications at a level required for certification.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITSW 1401 Introduction to Word Processing OR .. 4	
ITSW 2431 Advanced Word Processing (4)	
ITSW 1404 Introduction to Spreadsheets OR 4	
ITSW 2434 Advanced Spreadsheets (4)	
ITSW 1407 Introduction to Database OR 4	
ITSW 2437 Advanced Database (4)	
ITSC 1405 Introduction to PC Operating Systems..... 4	
	16
Minimum Hours Required	16

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.PC.TECH

This one semester certificate option is designed to provide training for those who want to concentrate on troubleshooting and solving elementary operating system, hardware, and networking problems. The graduate will be qualified to perform entry-level troubleshooting on personal computers.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITNW 1321 Introduction to Networking..... 3	
ITSC 1425 Personal Computer Hardware..... 4	
ITSW 1410 Presentation Media Software OR 4	
ITSC 1413 Internet/Web Page Development... (4)	
ITSC 1405 Introduction to PC Operating Systems..... 4	
	15
Minimum Hours Required	15

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: C2.CIT.PC.SPEC

This certificate option is designed to provide in-depth training in suite package software, operating systems, hardware, networking, and internet/web page development. The graduate will be qualified for a variety of entry-level positions in a pc-oriented environment.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITNW 1321 Introduction to Networking	3
ITSC 1405 Introduction to PC Operating Systems	4
SPCH 1311 Introduction to Speech Communication	3
	14
SEMESTER II	
ITSC 2435 Application Problem Solving	4
ITSW 1401 Introduction to Word Processing OR ..	4
ITSW 2431 Advanced Word Processing	(4)
ITSW 1404 Introduction to Spreadsheets OR	4
ITSW 2434 Advanced Spreadsheets	(4)
ENGL 1301 Composition I	3
	15
SEMESTER III	
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database	(4)
ITSC 1425 Personal Computer Hardware	4
ITSW 1410 Presentation Media Software OR	4
ITSC 1413 Internet/Web Page Development ...	(4)
Elective Any ITXX Course	3-4
	15-16
Minimum Hours Required	44-45

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.CIT.PC.SUPPORT

This associate degree program trains the student to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development and presentation of training courses for users. The graduate will be qualified to provide support for personal computer users in a corporate environment.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSC 2435 Application Problem Solving	4
ITSC 1405 Introduction to PC Operating Systems	4
ENGL 1301 Composition I	3
	15
SEMESTER II	
ITNW 1321 Introduction to Networking	3
ITSW 1401 Introduction to Word Processing OR ..	4
ITSW 2431 Advanced Word Processing	(4)
ITSW 1404 Introduction to Spreadsheets OR	4
ITSW 2434 Advanced Spreadsheets	(4)
MATH 2342 Introductory Statistics OR	3
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
SPCH 1311 Introduction to Speech Communication	3
	17-18
SEMESTER III	
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database	(4)
ITSC 1425 Personal Computer Hardware	4
ITSW 1410 Presentation Media Software OR	4
ITSC 1421 PC Operating Systems - Windows ..	(4)
+Elective Social/Behavioral Science	3
	15

SEMESTER IV

ITSC 1413 Internet/Web Page Development	4
ITSC 2439 Personal Computer Help Desk	4
ITSC 13XX Cooperative Education OR	3
Elective Any ITXX Course	(3-4)
++Elective Humanities/Fine Arts	3
	14-15

Minimum Hours Required 61-63

+Social/Behavioral Science elective must be selected from the DCCCD approved course list.

++Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.SPD.ASSIST

This certificate option is designed to provide skills and knowledge in a primary programming language of choice, an operating system from the same platform, and database concepts. Graduates will be qualified to work as an assistant in a programming environment with data and coding.

Prerequisite: Basic understanding of problem solving and logic structures used with computers as obtained in ITSC 2435 or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITSE X4XX Introductory Programming course- List A ^{1*}	4
ITSC X4XX Operating Systems course-List C	4
ITSW 1407 Introduction to Database	4
	12
SEMESTER II	
ITSE X4XX Advanced Programming Language course-List B ^{1**}	4
ITSW 1410 Presentation Media Software OR	4
Elective Any ITSE Course	(3-4)
Elective Any ITSC/ITSE/ITSW Course	3-4
	10-12
Minimum Hours Required	22-24

¹Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE	1402	Introduction to Computer Programming	4
ITSE	1407	Introduction to C++ Programming	4
ITSE	1414	Introduction to RPG Programming	4
ITSE	1418	Introduction to COBOL Programming	4
ITSE	1422	Introduction to C Programming	4
ITSE	1431	Introduction to Visual BASIC Programming	4
ITSE	1445	Introduction to Oracle SQL and PL/SQL	4
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2401	Introduction to Windows Programming Using C++	4
ITSE	2405	Introduction to Windows Programming	4
ITSE	2409	Introduction to Database Programming	4
ITSE	2417	JAVA Programming	4
ITSE	2421	Introduction to Object-Oriented Programming	4
ITSE	2456	Oracle Database Administration I	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE	1491	Special Topics in Computer Programming	4
ITSE	2431	Advanced C++ Programming	4
ITSE	2435	Advanced RPG Programming	4
ITSE	2437	Assembly Language Programming	4
ITSE	2439	Advanced Windows Programming Using C++	4
ITSE	2443	Advanced Windows Programming	4
ITSE	2447	Advanced Database Programming	4
ITSE	2449	Advanced Visual BASIC Programming	4
ITSE	2451	Advanced COBOL Programming	4
ITSE	2454	Advanced Oracle SQL and PL/SQL	4
ITSE	2455	Advanced C Programming	4
ITSE	2457	Advanced Object-Oriented Programming	4
ITSE	2458	Oracle Database Administration II	4
ITSE	2459	Advanced Computer Programming	4

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1407	UNIX Operating System I	4
ITSC	1411	AS/400 Operating System I	4
ITSC	1417	PC Operating Systems - DOS	4
ITSC	1421	PC Operating Systems - Windows	4

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.CIT.PROG.DEVE

This associate degree program is designed to provide in-depth skills and knowledge in one primary programming language, and an operating system from the same platform, plus additional knowledge of a secondary language. The graduate will be qualified to work as an entry-level programmer in an applications setting to support the information processing function of the organization.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSC 2435 Application Problem Solving	4
ITNW 1321 Introduction to Networking	3
ENGL 1301 Composition I	3
	14
SEMESTER II	
ITSE X4XX Introductory Programming course- List A ¹	4
ITSW 1407 Introduction to Database	4
ITSC X4XX Operating Systems course-List C	4
MATH 1414 College Algebra OR	4
MATH 1314 College Algebra	(3)
SPCH 1311 Introduction to Speech Communication	3
	18-19
SEMESTER III	
ITSE X4XX Introductory Programming course- List A ²	4
ITSE X4XX Advanced Programming course- List B ^{1**}	4
Elective Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	3-4
ITSW 1410 Presentation Media Software OR	4
Elective Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	(3-4)
+Elective Humanities/Fine Arts	3
	17-19

SEMESTER IV	
ITSE X4XX	Programming course-List A or B
	OR
	Application Development course- List D
	(4)
ITSE 1450	System Analysis and Design
	OR
ITSC/ITSE/ ITSW 13XX	Cooperative Education course
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW or ITMC course
	3-4
+Elective	Social/Behavioral Science
	3
	13-15

Minimum Hours Required 62-67

¹Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

²An introductory programming course other than the course taken in Semester II must be chosen.

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

+Social/Behavioral Science elective must be selected from the DCCCD approved course list.

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE 1402	Introduction to Computer Programming	4
ITSE 1407	Introduction to C++ Programming	4
ITSE 1414	Introduction to RPG Programming	4
ITSE 1418	Introduction to COBOL Programming	4
ITSE 1422	Introduction to C Programming	4
ITSE 1431	Introduction to Visual BASIC Programming	4
ITSE 1445	Introduction to Oracle SQL and PL/SQL	4
ITSE 1491	Special Topics in Computer Programming	4
ITSE 2401	Introduction to Windows Programming Using C++	4
ITSE 2405	Introduction to Windows Programming	4
ITSE 2409	Introduction to Database Programming	4
ITSE 2417	JAVA Programming	4
ITSE 2421	Introduction to Object-Oriented Programming	4
ITSE 2456	Oracle Database Administration I	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE 1491	Special Topics in Computer Programming	4
ITSE 2431	Advanced C++ Programming	4
ITSE 2435	Advanced RPG Programming	4
ITSE 2437	Assembly Language Programming	4
ITSE 2439	Advanced Windows Programming Using C++	4
ITSE 2443	Advanced Windows Programming	4
ITSE 2447	Advanced Database Programming	4
ITSE 2449	Advanced Visual BASIC Programming	4
ITSE 2451	Advanced COBOL Programming	4
ITSE 2454	Advanced Oracle SQL and PL/SQL	4
ITSE 2455	Advanced C Programming	4
ITSE 2457	Advanced Object-Oriented Programming	4
ITSE 2458	Oracle Database Administration II	4
ITSE 2459	Advanced Computer Programming	4

(Continued on next page)

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1411	AS/400 Operating System I.....	4
ITSC	1417	PC Operating Systems - DOS.....	4
ITSC	1421	PC Operating Systems - Windows.....	4

List D - Application Development Courses

ITSW	1404	Introduction to Spreadsheets.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1413	Internet/Web Page Development.....	4
ITNW	1437	Introduction to the Internet.....	4
ITSE	2413	Web Authoring.....	4
ITSW	2437	Advanced Database.....	4
ITSE	2445	Data Structures.....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY -- WEB DEVELOPER SPECIALIST

(Offered at all seven campuses)

(Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: C2.CIT.WEB.DEV.SPED

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

			CREDIT HOURS
SEMESTER I			
ITSC 2435	Application Problem Solving.....	4	
ITNW 1437	Introduction to the Internet.....	4	
ITSC 1413	Internet/Web Page Development*.....	4	
ITNW 1321	Introduction to Networking.....	3	
ENGL 1301	Composition I.....	3	
			18
SEMESTER II			
ITSE 1431	Introduction to Visual Basic Programming.....	4	
ITSW 1407	Introduction to Database.....	4	
ITSC 1413	Internet/Web Page Development* OR.....	4	
IMED 2415	Web Page Design II.....	(4)	
GRPH 1325	Digital Imaging I OR.....	3	
ITSW 1410	Presentation Media Software.....	(4)	
SPCH 1311	Introduction to Speech Communication.....	3	
			18-19
SEMESTER III			
ITSE 2413	Web Authoring.....	4	
ITSE 2417	JAVA Programming.....	4	
IMED 2409	Internet Commerce.....	4	
ITSE 1391	Special Topics in Computer Programming OR.....	3	
GRPH 1391	Special Topics in Graphic and Printing Equipment Operator OR.....	(3)	
ITSC 1407	UNIX Operating System I.....	(4)	
			15-16

Minimum Hours Required 51-53

*ITSC 1413, Internet/Web Page Development may be repeated for credit when topics change.

COMPUTER INFORMATION TECHNOLOGY -- UNIX ADMINISTRATOR

Brookhaven, North Lake and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.UNIX.ADMIN

This certificate option prepares the student to be a UNIX system administrator. Students will learn basic and advanced hands-on skills associated with the UNIX user interface environment, file system structure, account setup and maintenance, system security, shell scripting and other general tasks associated with day-to-day UNIX management operations in both stand-alone and networked systems. Multiple versions of UNIX such as Solaris and/or Linux may be presented to better enable student success in varying commercial environments.

		CREDIT HOURS
PREREQUISITES		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITNW 1321	Introduction to Networking	3
		11
SEMESTER I		
ITSC 1407	UNIX Operating System I	4
		4
SEMESTER II		
ITSC 2437	UNIX Operating System II	4
		4
SEMESTER III		
ITNW 2435	Network Troubleshooting and Support	4
ITSC 1402	Computer Control Language	4
		8
Minimum Hours Required		27

COMPUTER INFORMATION TECHNOLOGY -- UNIX

Brookhaven, North Lake and Richland only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.CIT.UNIX

This associate degree program will provide training and education for individuals interested in developing their knowledge and skills as a UNIX user or system administrator. The objectives of the program are to provide instruction in both fundamental and advanced UNIX skills and to help the student acquire general knowledge about UNIX design and operation. Various versions of UNIX such as Solaris and/or Linux may be covered during the course of the program to better prepare students for real-world situations. The UNIX AAS degree includes all topics covered in the UNIX System Administrator certificate along with additional course work designed to provide a broad base of computer experience.

	CREDIT HOURS
SEMESTER I	
ITSC 1401	Introduction to Computers 4
ITSC 2435	Application Problem Solving 4
ITNW 1321	Introduction to Networking 3
ENGL 1301	Composition I 3
	14
SEMESTER II	
ITSC 1407	UNIX Operating System I 4
ITSC 1425	Personal Computer Hardware 4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course 3-4
MATH 1414	College Algebra OR 4
MATH 2342	Introductory Statistics (3)
SPCH 1311	Introduction to Speech Communication 3
	17-19
SEMESTER III	
ITSC 2437	UNIX Operating System II 4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course 3-4
ITSC 1405	Introduction to PC Operating Systems OR 4
ITSC 1417	PC Operating Systems - DOS OR ... (4)
ITSC 1421	PC Operating Systems - Windows.. (4)
+Elective	Humanities/Fine Arts 3
	14-15

SEMESTER IV

ITNW 2435	Network Troubleshooting and Support 4
ITSC 1402	Computer Control Language 4
ITSE 1450	System Analysis and Design 4
++Elective	Social/Behavioral Science 3
	15

Minimum Hours Required 60-63

+Humanities/Fine Arts elective must be selected from the DCCCD approved list.

++ Social/Behavioral Science elective must be selected from the DCCCD approved list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING ASSOCIATE

*Brookhaven, El Centro, Mountain View, North Lake and
Richland only*

(Certificate)

(Students pursuing this certificate program are
waived from TASP requirements.)

Degree Plan Code: C1.CIT.NWK.ASSOC.01

This certificate option will provide education and training
for individuals interested in developing their knowledge
and skills as networking professionals with an emphasis
on preparation for those wishing to take the CCNA
certification examination.

		CREDIT HOURS
SEMESTER I		
ITCC 1402	Local Area Network Design and Protocols: Cisco 1.....	4
ITCC 1406	Basic Router Configuration: Cisco 2.....	<u>4</u>
		8

SEMESTER II		
ITCC 1442	Local Area Management (LAN): Cisco 3	4
ITCC 1446	Wide Area Management (WAN): Cisco 4.....	<u>4</u>
		8

Minimum Hours Required 16

Upon completion of ITCC 1446, Wide Area Management (WAN): Cisco
4, the student is eligible to take the CCNA (Cisco Certified Networking
Associate) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING PROFESSIONAL

El Centro, Mountain View, North Lake and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.NWK.PROF.01

This certificate will examine complex networking concepts, such as troubleshooting tools and more sophisticated configurations. Upon completion, the student will have acquired skills needed to prepare for certification as a Cisco Certified Networking Professional.

Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344).

		CREDIT HOURS
SEMESTER I		
ITCC 2432	Advanced Routing Configuration: Cisco 5.....	4
ITCC 2436	Building Remote Access Networks: Cisco 6.....	4
		8
SEMESTER II		
ITCC 2440	Configuring LAN Switches: Cisco 7...	4
ITCC 2444	Internetwork Troubleshooting: Cisco 8.....	4
		8
Minimum Hours Required		16

Upon completion of ITCC 2444, Internetwork Troubleshooting: Cisco 8, the student is eligible to take the CCNP (Cisco Certified Networking Professional) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- CNE 5

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT.CNE5

This certificate will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the CNE 5 certification examinations.

		CREDIT HOURS
SEMESTER I		
ITNW 1420	NetWare 5 Administration	4
ITNW 1343	Network Technologies (Novell 565)	3
ITNW 2438	NetWare 5 Advanced Administration	4
		<u>11</u>
SEMESTER II		
ITNW 2342	Novell Directory Services (NDS) Design and Implementation for NetWare 5	3
ITNW 2431	Novell Service and Support	4
Elective ¹	Any Novell networking course	4
		<u>11</u>
Minimum Hours Required		22

Elective¹ - Any Novell networking course not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

After completing courses in this certificate, students are eligible to take the CNE 5 (Certified Novell Engineer - NetWare 5) certification exams.

COMPUTER INFORMATION TECHNOLOGY -- WIN2000 NETWORKING

Eastfield and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.CIT. WIN2000

This certificate option will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the MCP, MCSE, and/or MCDBA certification examinations.

NOTE: Students must select and complete one specialty track to be considered as having met the requirements for this award.

Prerequisite: Basic understanding of computer terminology, problem solving and logic structures used with computers, and PC hardware as obtained in ITSC 1401, ITSC 2435 and ITSC 1425 or equivalent experiences approved by designated information technology personnel.

CREDIT HOURS

SEMESTER I

ITSC 1405	Introduction to PC Operating Systems.....	4
ITMC 1401	Microsoft Windows 2000 Network and Operating System Essentials (MS 2151).....	4
MATH 1324	Mathematics for Business and and Economics I OR	3
MATH 2342	Introductory Statistics OR	(3)
SPCH 1311	Introduction to Speech Communication.....	(3)
		11

SEMESTER II

ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152) OR	4
ITMC 1419	Installing and Administering Windows 2000 AND	(4)
ITMC 1458	Supporting Microsoft Windows 2000 (4)	
ITMC 1442	Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153).....	4
ENGL 1301	Composition I.....	3
		11-15

SEMESTER III

ITMC 1443	Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154).....	4
¹ Elective	4
² Elective	4
³ Elective	4
		16

Minimum Hours Required 38-42

¹ Elective - Select one course from the following:

MCSE 2000 - *core

ITMC 2431	Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561)*	4
ITMC 2432	Designing a Microsoft Windows 2000 Networking Services Infrastructure ((MS 1562)*	4
ITMC 2433	Designing a Secure Microsoft Windows 2000 Network (MS 2150)*	4

² Elective - Select one course from the following:

MCSE 2000

Approved elective from the MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

OR

MCDBA 2000

ITNW 2452	Administering Microsoft SQL Server 7.0 OR	4
ITSE 2433	Implementing a Database on Microsoft SQL Server 7.0 OR	(4)

Approved elective from the MCDBA 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

³ Elective - Select one course from the following:

MCSE 2000

Approved elective from the MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

OR

MCDBA 2000

Approved elective from the MCDBA 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

*Note: Core courses/exams may only be used once toward a certification.

Upon completion of courses in this certificate, students are eligible to take the Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Engineer (MCSE), and/or the Microsoft Certified Database Administrator credentialing examinations.

COMPUTER INFORMATION TECHNOLOGY -- NETWORK ADMINISTRATOR AND SUPPORT

Eastfield and Richland only

(Associate in Applied Sciences Degree, Tech Prep
Enhanced Skills Certificate)

**(Students pursuing this AAS program are required to
meet all TASP requirements.)**

Degree Plan Code: AAS.CIT.NWK.ADMIN.01

This associate degree program will provide education
and training for individuals interested in developing their
knowledge and skills as networking professionals. The
program also provides preparatory training for those
wishing to take the MCP, MCSE, MCDBA, CCNA, and/or
CNE-5 certification examinations.

Prerequisite: Basic understanding of personal computer
and operating systems as obtained in ITSC 1401 or
equivalent experiences approved by designated
information technology personnel.

	CREDIT HOURS
SEMESTER I	
ITSC 2435	Application Problem Solving..... 4
ITSC 1405	Introduction to PC Operating Systems..... 4
ITSC 1425	Personal Computer Hardware..... 4
ITMC 1401	Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) OR 4
ITNW1343	Networking Technologies (Novell 565)..... (3)
MATH 1324	Mathematics for Business and Economics I OR 3
MATH 2342	Introductory Statistics OR (3)
MATH 1314	College Algebra OR (3)
MATH 1414	College Algebra..... (4)
	18-20

SEMESTER II

ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152) OR 4
ITMC 1419	Installing and Administering Windows 2000 AND (4)
ITMC 1458	Supporting Microsoft Windows 2000..... (4)
ITMC 1442	Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153)..... 4
ENGL 1301	Composition I..... 3
SPCH 1311	Introduction to Speech Communication..... 3
	14-18

NOTE: Student must select and complete one secondary
specialty track in Semesters III and IV to be considered
as having met the requirements for this award.

SEMESTER III

ITMC 1443	Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154)..... 4
ITCC 1402	Local Area Networks Design and Protocols: Cisco 1 AND 4
ITCC 1406	Basic Router Configuration: Cisco 2..... 4
	OR
ITNW 1420	NetWare 5 Administration AND (4)
ITNW 2438	NetWare 5 Advanced Administration..... (4)
¹ Elective	Social/Behavioral Science..... 3
	15

SEMESTER IV

ITCC 1442	Local Area Management (LAN): Cisco 3 AND 4
ITCC 1446	Wide Area Management (WAN): Cisco 4..... 4
	OR
ITNW 2342	Novell Directory Services (NDS) Design and Implementation for NetWare 5 AND (3)
ITNW 2431	Novell Service and Support..... (4)
	OR
² Elective	AND (4)
³ Elective (4)
ITNW 1280	Cooperative Education - Business Systems Networking and Telecommunications OR 2
⁴ Elective (4)
⁵ Elective	Management..... 3
⁶ Elective	Humanities/Fine Arts..... 3
	15-18

Minimum Hours Required..... 62-71

(continued on next page)

¹ Elective - The Social/Behavioral Science elective must be selected from the DCCCD approved course list.

² Elective - Select one from the following list:

MCSE 2000 - *core

ITMC 2431	Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561)*	4
ITMC 2432	Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562)*	4
ITMC 2433	Designing a Secure Microsoft Windows 2000 Network (MS 2150)*	4
Approved elective from MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.		

³ Elective - Select one from the following list:

MCSE 2000

Approved elective from MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

MCDBA 2000

ITNW 2452	Administering Microsoft SQL Server 7.0	4
ITSE 2433	Implementing a Database on Microsoft SQL Server 7.0	4

Approved elective from MCDBA 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

⁴ Elective - Select one from the following list:

MCSE 2000

Approved elective from MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

MCDBA 2000

Approved Elective from MCDBA 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

NOVELL

ITNW 2441	Netware: Integrating Windows NT OR	4
Other approved elective from Novell track including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.		

CISCO

ITCC 2432	Advanced Routing Configuration: Cisco 5	4
Approved elective from Cisco track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.		

⁵ Elective - Select the Management elective from the following list:

BMGT	1303	Principles of Management.....	3
BUSG	2309	Small Business Management.....	3
HRPO	2307	Organizational Behavior.....	3

⁶ Elective - The Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

*Note: Core classes/exams that can also be used as elective classes/exams can only be used once toward a certification.

Upon completion of this degree, students are eligible to take the Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Database Administrator (MCDBA), Cisco Certified Network Associate (CCNA), Certified Novell Administrator (CNA), and/or Certified Novell Engineer (CNE) credentialing exams.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATE

This certificate provides education and training for individuals interested in gaining advanced knowledge and skills in the networking profession. Upon completion, students will have acquired the skills needed for additional Microsoft, Cisco, or Novell certifications.

Note: Students must select and complete one specialty track to be considered as having met the requirements for this award.

NETWORKING SPECIALIST

Richland only

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: ES.WIN.NWK.SPEC.01

	CREDIT HOURS
SEMESTER I	
¹ Elective	4
² Elective	4
³ Elective	4
	12
Minimum Hours Required	12

^{1,2,3}Students must choose electives from the approved Microsoft, Cisco, and Novell curriculum. If a course has been applied toward the A.A.S. degree, it may not be applied toward the Enhanced Skills Certificate.

If students complete the MCSE 2000/Novell 5.x track in the A.A.S. degree, they could select the approved electives from the Cisco (CCNA) track. After completion of the CCNA track, students would be eligible to take the CCNA credentialing exam.

If students complete the MCSE 2000/CCNA track in the A.A.S. degree, they could select the approved electives from the Novell (CNA/CNE) track. After completion of the Novell curriculum, students would be eligible for the CNA/CNE credentialing exams.

If students complete the MCSE 2000/CCNA track in the A.A.S. degree, they could select the approved electives from the Microsoft MCDBA track to be eligible for the Microsoft Certified Database Administrator (MCDBA) credentialing exam in addition to the MCSE 2000 credentialing opportunity presented in the A.A.S. degree.

If students complete the MCSE 2000/CCNA track in the A.A.S. degree, they could select the approved electives from the Cisco CCNP track to be eligible for the CCNP credentialing exams in addition to the Cisco CCNA credentialing opportunity presented in the A.A.S. degree.

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills Certificate need to consult with their advisor.

EDUCATIONAL PERSONNEL

Richland only (El Centro is an authorized site)

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ED.PERSONNEL

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two-year Associate in Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

The courses offered at both El Centro College and Richland College are under the administration of Richland College. Students apply for admission and attend classes at El Centro or Richland but receive their degrees from Richland.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

	CREDIT HOURS
SEMESTER I	
EDTC 1307 Teaching Reading in the Elementary School.....	3
EDTC 1301 Instructional Practices: Educational Processes.....	3
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication	3
HIST 1301 History of the United States.....	3
	15
SEMESTER II	
EDTC 1325 Principles and Practices of Multicultural Education	3
EDTC 1341 Computer Instruction for Educators OR.....	3
ITSC 1401 Introduction to Computers	(4)
ENGL 1302 Composition II.....	3
HIST 1302 History of the United States.....	3
+Elective Social Science	3
	15-16

SEMESTER III

CDEC 1359 Children with Special Needs	3
EDTC 1364 Practicum (or field Experience) - Teacher Assistant/Aide OR.....	3
EDTC 1164 Practicum (or field Experience) - Teacher Assistant/Aide	(1)
GOVT 2301 American Government	3
++Elective Humanities/Fine Arts	3
+++Elective Lab Science.....	4
	14-16

SEMESTER IV

GOVT 2302 American Government	3
MATH 1314 College Algebra OR.....	3
MATH 1414 College Algebra	(4)
ENGL Any 2000 level English Literature	3
+++Elective Lab Science	4
Elective Any Non-EDTC Course	3
	16-17

Minimum Hours Required 60-64

+Elective - - must be selected from the following:

PSYC 2301 Introduction to Psychology.....	3
PSYC 2314 Developmental Psychology.....	3
SOCI 1306 Social Problems	3
SOCI 2319 Race, Ethnicity and Community	3

++Elective - must be selected from the following:

ARTS 1301 Art Appreciation	3
MUSI 1306 Music Appreciation	3

+++ Elective must be selected from the following:

BIOL 1408 Biological Science	4
BIOL 1409 Biological Science	4
PHYS 1415 Physical Science	4
PHYS 1417 Physical Science	4
GEOL 1403 Physical Geology	4
GEOL 1404 Historical Geology	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EDUCATIONAL PERSONNEL-- BILINGUAL/ESL OPTION

Richland only (El Centro is an authorized site)

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ED.PERSONNEL.BIL

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

	CREDIT HOURS
SEMESTER I	
EDTC 1301 Instructional Practices: Educational Processes.....	3
EDTC 1325 Principles and Practices Multicultural Education.....	3
ENGL 1301 Composition I.....	3
HIST 1301 History of the United States.....	3
SPAN 1411 Beginning Spanish.....	4
	16

SEMESTER II	
EDTC 1307 Teaching Reading in the Elementary School.....	3
ENGL 1302 Composition II.....	3
HIST 1302 History of the United States.....	3
MATH 1314 College Algebra OR.....	3
MATH 1414 College Algebra.....	(4)
SPAN 1412 Beginning Spanish.....	4
	16-17

SEMESTER III	
EDTC 1321 Bilingual Education.....	3
EDTC 1341 Computer Instruction for Educators OR.....	3
ITSC 1401 Introduction to Computers.....	(4)
PSYC 2301 Introduction to Psychology.....	3
SPCH 1311 Introduction to Speech Communication.....	3
+Elective Humanities/Fine Arts.....	3
GOVT 2301 American Government.....	3
	18-19

SEMESTER IV	
EDTC 1391 Special Topics in English Teacher Education.....	3
CDEC 1359 Children with Special Needs.....	3
EDTC 1364 Practicum (or Field Experience) - Teacher Assistant/Aide OR.....	3
EDTC 1164 Practicum (or Field Experience) - Teacher Assistant/Aide.....	(1)
GOVT 2302 American Government.....	3
++Elective Lab Science.....	4
	14-16

Minimum Hours Required 64-68

+Elective - must be selected from the following:

ARTS 1301 Art Appreciation.....	3
MUSI 1306 Music Appreciation.....	3

++Elective - must be selected from the following:

BIOL 1408 Biological Science.....	4
BIOL 1409 Biological Science.....	4
PHYS 1415 Physical Science.....	4
PHYS 1417 Physical Science.....	4
GEOL 1403 Physical Geology.....	4
GEOL 1404 Historical Geology.....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EDUCATIONAL PERSONNEL -- EDUCATIONAL ASSISTANT

Richland only (El Centro is an authorized site)

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.EDUC.ASSIST

This Educational Assistant certificate program provides the student with the basic knowledge and skills to work effectively in public schools as an educational aide or teacher assistant. All courses taken in this certificate program will apply to the Associate in Applied Sciences Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

	CREDIT HOURS
SEMESTER I	
EDTC 1307 Teaching Reading in the Elementary School.....	3
EDTC 1325 Principles and Practices of Multicultural Education	3
SPCH 1311 Introduction to Speech Communication	3
+Elective	3
+Elective	3
	15
SEMESTER II	
EDTC 1301 Instructional Practices: Educational Processes.....	3
CDEC 1359 Children with Special Needs	3
ENGL 1301 Composition I.....	3
+Elective	3
	12
Minimum Hours Required	27

+Elective - must be selected from the following:

ARTS	1301	Art Appreciation	3
EDTC	1341	Computer Instruction for Educators	3
EDTC	1194	Special Topics in Teacher Assistant/Aide	1
EDTC	1294	Special Topics in Teacher Assistant/Aide	2
EDTC	1394	Special Topics in Teacher Assistant/Aide	3
EDTC	1164	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1165	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1321	Bilingual Education	3
EDTC	1364	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1365	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1391	Special Topics in English Teacher Education	3
ENGL	1302	Composition II	3
ENGL		(2000 Level Literature Course)	3
IMED	1301	Introduction to Multimedia	3
CREX	1309	Career Exploration/Planning	3
MATH	1335	Fundamental Concept of Mathematics for Elementary Teachers OR College Mathematics Elective	3-4
MUSI	1306	Music Appreciation	3
PHED	1306	Advanced First Aide and Emergency Care	3
POFI	1345	Integrated Software Applications II	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3
SOCI	2319	Race, Ethnicity and Community	3

Students may ONLY take one (1) Special Topics course for this certificate.

ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ELECTRONIC.COMM

The degree is designed to meet the needs of professionals in the rapidly changing world of Internet commerce. Electronic Commerce includes all aspects of business processes enabled by Internet technologies. The increasing volume of transactions that take place electronically is a revolution in business practices. This program introduces students to Electronic Commerce through marketing, management, communications, and Web site design and development. It is available on-campus or online. Most of the classes in this degree transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

	CREDIT HOURS
SEMESTER I	
BUSI 1301 Introduction to Business	3
ITSC 1401 Introduction to Computers	4
ARTS 1301 Art Appreciation	3
ENGL 1301 Composition I	3
ITSC 1413 Internet/Web Page Development	4
	17
SEMESTER II	
MRKG 1311 Principles of Marketing	3
MATH 2342 Introductory Statistics	3
ITSC 2435 Application Problem Solving	4
ENGL 1302 Composition II	3
SPCH 1311 Introduction to Speech Communications	3
	16
SEMESTER III	
BUSI 2301 Business Law	3
ENGL 2311 Technical Writing	3
ECON 2301 Principles of Economics I	3
ITSW 1407 Introduction to Database	4
ITNW 1321 Introduction to Networking	3
	16

SEMESTER IV	
IMED 2409 Internet Commerce	4

Select either Technical Specialization OR Business Specialization:

TECHNICAL SPECIALIZATION

IMED 2349	Internet Communications	3
ITSE 2417	JAVA Programming OR	4
ITSE 1407	Introduction to C++ Programming OR	(4)
ITSE 1431	Introduction to Visual BASIC Programming ...	(4)
IMED 2415	Web Page Design II	4
ITSE 2409	Introduction to Database Programming	4
		19

BUSINESS SPECIALIZATION

HRPO 2307	Organizational Behavior	3
ACCT 2301	Principles of Accounting I	3
BMGT 1303	Principles of Management	3
BUSG 2309	Small Business Management OR	3
MRKG 2381	Cooperative Education - Business Marketing and Marketing Management	(3)
		16

Minimum Hours Required 65-68

ENGINEERING TECHNOLOGY -- ELECTRONICS TECHNOLOGY

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ENGINEER.ELECTRO

To meet the needs of the rapidly changing and expanding field of industrial electronics, this program stresses electronic principles and hands-on experience that can be applied to many aspects of advanced electronics. The Electronics core is complemented by Engineering Technology instruction in areas such as CAD, Fluid Power, Mechanics and Manufacturing. This program prepares individuals for technician level employment in electronics and related industries.

	CREDIT HOURS
SEMESTER I	
DFTG 1309 Basic Computer-Aided Drafting.....	3
QCTC 1343 Quality Assurance.....	3
MCHN 1352 Intermediate Machine Shop I.....	3
CETT 1403 DC Circuits	4
TECM 1341 Technical Algebra OR	3
MATH 1414 College Algebra	(4)
	16-17
SEMESTER II	
ENGL 1301 Composition I.....	3
INTC 1307 Electronic Test Equipment.....	3
CETT 1405 AC Circuits	4
CETT 1429 Solid State Devices	4
TECM 1317 Technical Trigonometry OR.....	3
MATH 1316 Plane Trigonometry	(3)
	17
SEMESTER III	
CETT 1331 Technical Programming OR.....	3
INMT 1447 Industrial Automation.....	(4)
CETT 1425 Digital Fundamentals	4
HYDR 1445 Hydraulics and Pneumatics.....	4
PHYS 1401 Introductory General Physics.....	4
SPCH 1311 Introduction to Speech Communication.....	3
	18-19

SEMESTER IV

CETT 1457 Linear Integrated Circuits OR.....	4
CETT 2337 Microcomputer Control OR.....	(3)
ENTC 2380 Cooperative Education – Engineering Technology/ Technician, General	(3)
+Elective Social/Behavioral Science	3
++Elective Humanities/Fine Arts	3
PHYS 1402 Introductory General Physics	4
TECM 1349 Technical Math Applications OR	3
MATH 2513 Calculus I	(5)
	16-19

Minimum Hours Required 67-72

+Select Social/Behavioral Science elective from the DCCCD approved courses.

++ Select Humanities/Fine Arts elective from the DCCCD approved courses.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these course to the four-year institution.

ENGINEERING TECHNOLOGY -- ELECTRONICS TECHNOLOGY

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.ENGR.ELECTRONICS

This one-year program develops the basic skills necessary for entry-level positions in electronics and related industries. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits. All courses required for the certificate are applicable to the Associate in Applied Sciences Degree in Electronic Technology.

	CREDIT HOURS
SEMESTER I	
CETT 1403 DC Circuits	4
TECM 1341 Technical Algebra OR	3
MATH 1414 College Algebra	(4)
CETT 1331 Technical Programming	3
DFTG 1309 Basic Computer-Aided Drafting	3
MCHN 1352 Intermediate Machine Shop I	3
	<u>16-17</u>

SEMESTER II	
CETT 1405 AC Circuits	4
CETT 1429 Solid State Devices	4
CETT 1425 Digital Fundamentals	4
TECM 1317 Technical Trigonometry OR	3
MATH 1316 Plane Trigonometry	(3)
	<u>15</u>

SEMESTER III	
SPCH 1311 Introduction to Speech Communication	3
INTC 1307 Electronic Test Equipment	3
	<u>6</u>

Minimum Hours Required 37-38

ENGINEERING TECHNOLOGY-- CAD/CAM

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.ENGR.CAD/CAM

This certificate has been developed to provide skills for entry level CAD positions as well as the manufacturing specialists who requires training necessary for the integration of CAD and the CNC machines.

	CREDIT HOURS
SEMESTER I	
QCTC 1343 Quality Assurance	3
MCHN 1352 Intermediate Machine Shop I	3
DFTG 1309 Basic Computer-Aided Drafting	3
TECM 1341 Technical Algebra OR	3
MATH 1414 College Algebra	(4)
SPCH 1311 Introduction to Speech Communication	3
	<u>15-16</u>

SEMESTER II	
DFTG 2350 Geometric Dimensioning and Tolerancing	3
INMT 1343 CAD-CAM OR	3
ENTC 1380 Cooperative Education - Engineering Technology/ Technician, General	(3)
DFTG 1405 Technical Drafting	4
TECM 1317 Technical Trigonometry OR	3
MATH 1316 Plane Trigonometry	(3)
	<u>13</u>

Minimum Hours Required 28-29

ENGINEERING TECHNOLOGY-- COMPUTER AIDED DESIGN

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ENGINEER.CAD

Design skills are required of today's CAD professionals. Knowledge of FEA, material analysis, applied mechanics, design for manufacture and CAD/CAM provides a strong base of information needed in design development.

This program stresses the entire product development process, using the parametric approach and integrating the computer as a true instrument of design - not a drafting tool.

	CREDIT HOURS
SEMESTER I	
HYDR 1445 Hydraulics and Pneumatics.....	4
MCHN 1352 Intermediate Machine Shop I.....	3
CETT 1403 DC Circuits	4
TECM 1341 Technical Algebra OR	3
MATH 1414 College Algebra.....	(4)
DFTG 1309 Basic Computer-Aided Drafting	3
	17-18
SEMESTER II	
DFTG 1405 Technical Drafting OR	4
ENGR 1304 Engineering Design Graphics	(3)
INMT 1343 CAD-CAM.....	3
ENGL 1301 Composition I.....	3
CETT 1405 AC Circuits.....	4
TECM 1317 Technical Trigonometry OR	3
MATH 1316 Plane Trigonometry.....	(3)
	16-17
SEMESTER III	
DFTG 2312 Technical Illustration.....	3
QCTC 1343 Quality Assurance	3
PHYS 1401 Introductory General Physics	4
TECM 1349 Technical Math Applications OR	3
MATH 2513 Calculus I.....	(5)
+Elective Humanities/Fine Arts.....	3
	16-18

SEMESTER IV

++Elective	Technical Elective OR	3
ENTC 2380	Cooperative Education- Engineering Technology/ Technician, General	(3)
DFTG 2340	Solid Modeling/Design.....	3
PHYS 1402	Introductory General Physics	4
SPCH 1311	Introduction to Speech Communication	3
+++Elective	Social/Behavioral Science.....	3
		16

Minimum Hours Required 65-69

+Select Humanities/Fine Arts course from DCCCD approved courses.

++Choose one of the following technical electives:

DFTG	2344	Strength of Materials.....	3
DFTG	2350	Geometric Dimensioning and Tolerancing	3

+++Select Social/Behavioral Science course elective from DCCCD approved courses.

NOTE: Students enrolling in this program who plan to transfer to a four year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four year institution.

ENGINEERING TECHNOLOGY-- COMPUTER AIDED DESIGN

Richland only

(Skills Achievement Award)

(Students pursuing this award program are waived from TASP requirements.)

Degree Plan Code: SA.ENGR.CAD

	CREDIT HOURS
SEMESTER I	
DFTG 1309 Basic Computer - Aided Drafting	<u>3</u>
	3
SEMESTER II	
DFTG 1405 Technical Drafting	4
DFTG 2312 Technical Illustration	<u>3</u>
	7
Minimum Hours Required	10

ENGINEERING TECHNOLOGY -- PARAMETRIC AUTOMATED DESIGN

Richland only

(Skills Achievement Award)

(Students pursuing this award program are waived from TASP requirements.)

Degree Plan Code: SA.ENGR.PARA.DESIGN

	CREDIT HOURS
SEMESTER I	
DFTG 2340 Solid Modeling/Design	3
DFTG 2350 Geometric Dimensioning and Tolerancing	<u>3</u>
	6
SEMESTER II	
ENTC 1391 Special Topics Engineering Technology/Technician, General	<u>3</u>
	3
Minimum Hours Required	9

ENGINEERING TECHNOLOGY -- INTEGRATED CIRCUIT LAYOUT

Richland and Eastfield only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ENGR.INTR.CT.LAY

The Integrated Circuit Layout program trains the student to prepare layout drawings and designs of integrated circuits from schematics using computer-aided design equipment. The program aids the student in developing the skills necessary to convert logic diagrams to cell drawings in accordance with design rules. Students will perform design rule checks and prepare databases for pattern generation. Emphasis is placed on working closely with all members of the semiconductor manufacturing design team.

	CREDIT HOURS
SEMESTER I	
POFT 1127	Introduction to Keyboarding 1
CETT 1403	DC Circuits 4
SMFT 1343	Semiconductor Manufacturing Technology I 3
CETT 1425	Digital Fundamentals 4
DFTG 2374	Integrated Circuit Design 3
	15
SEMESTER II	
CETT 1405	AC Circuits 4
MATH 1414	College Algebra 4
DFTG 2375	Advanced Integrated Circuit Design 3
COSC 1401	Microcomputer Concepts and Applications OR 4
ITSC 1401	Introduction to Computers (4)
	15
SEMESTER III	
ENGL 1301	Composition I 3
SPCH 1311	Introduction to Speech Communication 3
CETT 1429	Solid State Devices 4
CETT 1331	Technical Programming 3
ITSC 2435	Application Problem Solving 4
	17

SEMESTER IV

+Elective	Humanities/Fine Arts 3
++Elective	Social/Behavioral Science 3
DFTG 1394	Special Topics in Electrical/ Electronics Drafting 3
ITSE 1407	Introduction to C++ Programming OR 4
ITSE 1402	Introduction to Computer Programming OR (4)
COSC 1315	Computer Science I (3)
EECT 2380	Cooperative Education--Electrical, Electronic, and Communications Engineering Technology/ Technicians OR 3
ENTC 2380	Cooperative Education- Engineering, Technology/Technician, General OR (3)
DFTG 2380	Cooperative Education-Drafting OR (3)
+++Elective	Technical (3-4)
	15-17

Minimum Hours Required 62-64

+Humanities/Fine Arts elective must be selected from the DCCCD approved list.

++Social/Behavioral Science elective must be selected from the DCCCD approved list.

+++Technical Elective must be selected from the following:

CETT	1441	Solid State Circuits 4
CETT	1445	Microprocessor 4
CETT	1457	Linear Integrated Circuits 4
CETT	2337	Microcomputer Control 3
ITSC	1407	UNIX Operating System I 4

NOTE: Students enrolling in this program who plan to transfer to a four year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four year institution.

ENGINEERING TECHNOLOGY -- INTEGRATED CIRCUIT LAYOUT

Richland and Eastfield only

(Certificate)

(Students pursuing this certificate program must meet all TASP requirements.)

Degree Plan Code: C2.ENGR.INTR.CT.LAY

This certificate program provides courses work to assist the student to prepare for entry-level positions in Integrated Circuit Layout. Emphasis is placed on working closely with all members of the semiconductor design team.

	CREDIT HOURS
SEMESTER I	
POFT 1127	Introduction to Keyboarding..... 1
CETT 1403	DC Circuits 4
SMFT 1343	Semiconductor Manufacturing Technology I 3
CETT 1425	Digital Fundamentals..... 4
DFTG 2374	Integrated Circuit Design 3
	15
SEMESTER II	
CETT 1405	AC Circuits..... 4
MATH 1414	College Algebra 4
DFTG 2375	Advanced Integrated Circuit Design... 3
COSC 1401	Microcomputer Concepts and Applications OR 4
ITSC 1401	Introduction to Computers (4)
	15
SEMESTER III	
SPCH 1311	Introduction to Speech Communication OR 3
ENGL 1301	Composition I..... (3)
CETT 1429	Solid State Devices..... 4
CETT 1331	Technical Programming 3
DFTG 1394	Special Topics in Electrical/Electronics Drafting 3
	13
Minimum Hours Required	43

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution.

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.INTERNATIONAL.B

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activities related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

CREDIT
HOURS

SEMESTER I

IBUS 1305	Introduction to International Business and Trade	3
COSC 1401	Microcomputer Concepts and Applications OR	4
ITSC 1401	Introduction to Computers OR.....	(4)
POFI 1345	Integrated Software Applications II	(3)
BMGT 1303	Principles of Management.....	3
MRKG 1311	Principles of Marketing	3
ECON 2301	Principles of Economics I	3
ENGL 1301	Composition I	3
		18-19

SEMESTER II

IBUS 1301	Principles of Imports-Exports I.....	3
IBUS 1354	International Marketing Management.....	3
IBUS 1349	International Information Systems.....	3
ECON 2302	Principles of Economics II	3
MATH 1324	Mathematics for Business and Economics I OR	3
MATH 2342	Introductory Statistics	(3)
		15

SEMESTER III

BUSI 2301	Business Law	3
SPCH 1311	Introduction to Speech Communication.....	3
		6

SEMESTER IV

IBUS 1302	Principles of Imports-Exports II	3
IBUS 2339	International Banking and Finance.....	3
ACCT 2301	Principles of Accounting I OR.....	3
ACCT 2401	Principles of Accounting I	(4)
HRPO 2307	Organizational Behavior	3
+Elective	3
		15-16

SEMESTER V

IBUS 2335	International Business Law.....	3
IBUS 2341	International Comparative Management.....	3
ACCT 2302	Principles of Accounting II OR.....	3
ACCT 2402	Principles of Accounting II OR.....	(4)
++Elective	3
IBUS 2366	Practicum-International Business.....	(3)
+++Elective	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 69-72

(continued on next page)

+Elective—must be selected from the following:

ANTH	2351	Cultural Anthropology.....	3
GOVT	2371	Introduction to Comparative Politics	3
GEOG	2312	Economic Geography	3
GEOG	1302	Cultural Geography	3
HIST	2321	World Civilizations	3
HIST	2322	World Civilizations	3
PSYC	2301	Introduction to Psychology	3
SOCI	1301	Introduction to Sociology.....	3
RELI	1304	Major World Religions.....	3

++Recommended Electives

IBUS	1341	International Purchasing	3
IBUS	2345	Import Customs Regulations.....	3
IBUS	2331	International Human Resource Management	3
IBUS	1351	Coordination in Multinational Industries.....	3
IBUS	1191	Special Topics in International Business AND ...	1
IBUS	1291	Special Topics in International Business.....	2
IBUS	1391	Special Topics in International Business	3
BUSI	1307	Personal Finance.....	3
ECON	2311	Economics of Global Issues.....	3
BUSG	2309	Small Business Management.....	3
BMGT	1301	Supervision	3
BMGT	2303	Problem Solving and Decision-Making.....	3
HRPO	2301	Human Resources Management.....	3
BMGT	1302	Principles of Retailing	3
BMGT	1333	Principles of Selling	3
BMGT	1349	Advertising and Sales Promotion.....	3

+++Elective—Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

A student cannot take more than (3) Special Topics course/s toward the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.IBTR.BUS/TRADE

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activities related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

	CREDIT HOURS
SEMESTER I	
IBUS 1301 Principles of Imports-Exports I	3
IBUS 1305 Introduction to International Business and Trade	3
IBUS 1349 International Information Systems	3
IBUS 1354 International Marketing Management.....	3
POFI 1345 Integrated Software Applications II.....	3
	15
SEMESTER II	
IBUS 1302 Principles of Imports-Exports II	3
IBUS 2335 International Business Law	3
IBUS 2339 International Banking and Finance	3
IBUS 2341 International Comparative Management.....	3
+Elective OR	3
IBUS 2366 Practicum-International Business.....	3
	15

Minimum Hours Required 30

+Recommended Electives:

IBUS	1341	International Purchasing	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	2331	International Human Resource Management.....	3
IBUS	2345	Import Customs Regulations	3
IBUS	1191	Special Topics in International Business AND	1
IBUS	1291	Special Topics in International Business.....	2
IBUS	1391	Special Topics in International Business.....	3
BUSI	2301	Business Law	3
ECON	2301	Principles of Economics I	3
ECON	2302	Principles of Economics II	3

A student cannot take more than a total of three (3) credit hours of Special Topics toward the Certificate.

INTERNATIONAL BUSINESS AND TRADE--IMPORT-EXPORT

Richland and El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.IBTR.IMP/EXP

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activities related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

			CREDIT HOURS
SEMESTER I			
IBUS 1301	Principles of Imports-Exports I	3	
IBUS 1349	International Information Systems	3	
IBUS 1305	Introduction to International Business and Trade	3	
+Elective	3	
			12
SEMESTER II			
IBUS 1302	Principles of Imports-Exports II	3	
IBUS 2341	International Comparative Management.....	3	
+Elective	3	
+Elective	3	
			12
Minimum Hours Required			24
+Electives—must be selected from the following:			
IBUS 1341	International Purchasing	3	
IBUS 1351	Coordination in Multinational Industries	3	
IBUS 1354	International Marketing Management.....	3	
IBUS 2331	International Human Resource Management.....	3	
IBUS 2335	International Business Law	3	
IBUS 2339	International Banking and Finance.....	3	
IBUS 2345	Import Customs Regulations	3	
IBUS 1191	Special Topics in International Business AND.....	1	
IBUS 1291	Special Topics in International Business.....	2	
IBUS 1391	Special Topics in International Business.....	3	
IBUS 2366	Practicum—International Business	3	

A student cannot take more than three (3) credit hours of special topics courses.

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Skills Achievement Award)

(Students pursuing this award program are waived from TASP requirements.)

Degree Plan Code: SA.IBTR.BUS/TRADE

The following Skills Achievement Award for the Associate in Applied Sciences Degree in International Business and Trade provides specific skills in language training recommended by business and industry. Certificates in Chinese, French, German, Italian, Japanese, Portuguese, and Spanish are available.

	CREDIT HOURS
SEMESTER I	
Beginning language course I	4
Beginning language course II	4
Intermediate language I	3
Intermediate language II	<u>3</u>
	14

Minimum Hours Required 14

NOTE: SPAN 2316, Spanish for Business I (3), or SPAN 2317, Spanish for Business II (3), may be substituted for SPAN 2312 in the Skills Achievement Award for Spanish.

MANAGEMENT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

	CREDIT HOURS
SEMESTER I	
BMGT 1301 Supervision	3
BMGT 1382 Cooperative Education-Business Administration and Management, General	3
BMGT 1303 Principles of Management	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
	18
SEMESTER II	
HRPO 2301 Human Resources Management	3
BMGT 1383 Cooperative Education-Business Administration and Management, General	3
ITSC 1401 Introduction to Computers	4
ENGL 1302 Composition II	3
Mathematics*	3-4
	16-17

SEMESTER III

HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I ** OR	3
ACCT 2401	Principles of Accounting I **	(4)
ECON 2301	Principles of Economics I OR	
ECON 1303	Principles of Contemporary Social Issues	3
		12-13

SEMESTER IV

BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective	3
		15

Minimum Hours Required 61-63

+Electives—may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
ENGL 2322	British Literature	3
ENGL 2323	British Literature	3
ENGL 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World Literature	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
	Foreign Language or American Sign Language	4

*Mathematics must be selected from the following:

MATH 1314	College Algebra OR	3
MATH 1414	College Algebra	4
MATH 1324	Mathematics for Business and Economics I	3
MATH 2342	Introductory Statistics	3

**Students may substitute ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. Only three hours may be applied to the required number of hours for granting the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

	CREDIT HOURS
SEMESTER I	
BMGT 1301 Supervision	3
BMGT 1382 Cooperative Education-Business Administration and Management, General	3
ENGL 1301 Composition I	3
	<u>9</u>
SEMESTER II	
HRPO 2301 Human Resources Management	3
BMGT 1383 Cooperative Education-Business Administration and Management, General	3
SPCH 1311 Introduction to Speech Communication	3
	<u>9</u>
SEMESTER III	
HRPO 2307 Organizational Behavior	3
BMGT 2382 Cooperative Education-Business Administration and Management, General	3
	<u>6</u>
SEMESTER IV	
BMGT 2303 Problem Solving and Decision Making	3
BMGT 2383 Cooperative Education-Business Administration and Management, General	3
	<u>6</u>
Minimum Hours Required	30

MULTIMEDIA TECHNOLOGY-- MULTIMEDIA WEB DESIGN

Richland only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.MULT.WEB.DESIGN

The Associates in Applied Sciences in Multimedia Web Design is designed to enable students to participate as creative and resourceful members of a web development team. Upon successful completion of this program, the student will be experienced in cross-platform development and editing of graphics, audio files, and animations for use on the Internet. This degree provides an external learning experience.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1316 Web Page Design I.....	3
PHTC 1349 Photo Digital Imaging I.....	3
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication.....	3
	<u>15</u>
SEMESTER II	
IMED 1351 Digital Video.....	3
IMED 1345 Interactive Multimedia I.....	3
IMED 2315 Web Page Design II.....	3
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology	(3)
MATH 1332 College Mathematics I.....	3
	<u>15</u>
SEMESTER III	
BUSI 1301 Introduction to Business	3
IMED 2313 Project Analysis and Design.....	3
+Elective Humanities/Fine Arts	3
IMED 1341 2-D Interface Design.....	3
PHTC 2349 Photo Digital Imaging II.....	3
	<u>15</u>
SEMESTER IV	
IMED 2311 Portfolio Development	3
++Elective General Elective	3-4
++Elective General Elective	3-4
IMED 2388 Internship-Educational/Instructional Media Technology/Technician OR	3
IMED 1391 Special Topics in Educational/ Instructional Media Technology/ Technician	(3)
+++Elective Specialty Elective.....	3
	<u>15-17</u>
Minimum Hours Required	60-62

+Elective - Humanities/Fine Arts elective must be selected from the following:

ARTS	1301	Art Appreciation.....	3
DRAM	1301	Introduction to Theatre.....	3
HUMA	1301	Introduction to Humanities.....	3
MUSI	1306	Music Appreciation.....	3
PHIL	1301	Introduction to Philosophy.....	3
Or any course from the DCCCD approved Humanities/Fine Arts list.			3

++Elective - General electives must be selected from the following:

ENGL	2311	Technical Writing.....	3
BUSG	2309	Small Business Management.....	3
MUSI	1390	Digital Music Production	3
Any ARTS, ARTC, COSO, HUMA, JOUR, IMED, PHTC, PHOT, ITSC, ITSE, ITCC, ITMC, ITSW or ITNW course			3-4

+++Elective - Specialty elective must be selected from the following:

ITSE	2313	Web Authoring.....	3
IMED	1305	Multimedia Authoring I.....	3
IMED	2305	Multimedia Authoring II.....	3
IMED	2345	Interactive Multimedia II.....	3
IMED	2349	Internet Communications.....	3
IMED	2351	Multimedia Programming.....	3
ARTC	1353	Computer Illustration	3
ARTC	1345	3-D Modeling and Rendering	3

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- INTERNET COMMUNICATIONS

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.MULT.INTERNET.I

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1316 Web Page Design I.....	3
PHTC 1349 Photo Digital Imaging I.....	3
+General Education Requirement	<u>3</u>
	12
SEMESTER II	
IMED 1351 Digital Video.....	3
IMED 1345 Interactive Multimedia I.....	3
IMED 2315 Web Page Design II.....	3
+General Education Requirement	<u>3</u>
	12
SEMESTER III	
BUSI 1301 Introduction to Business	3
IMED 2349 Internet Communications.....	3
IMED 2313 Project Analysis and Design	3
IMED 1305 Multimedia Authoring I OR	3
++Elective OR	(3)
++Elective	<u>(3-4)</u>
	12-13
Minimum Hours Required	36-37

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I.....	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics	4
		OR higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list.....	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW).....	3-4
Any Multimedia course (IMED, ARTC, PHTC).....	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- INTERNET COMMUNICATIONS

Richland only

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: CERT.MULT.INTERNET.II

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet. This certificate provides an external learning experience.

CREDIT HOURS

SEMESTER I

IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I.....	3
PHTC 1349	Photo Digital Imaging I.....	3
+General Education Requirement		3
		12

SEMESTER II

IMED 1351	Digital Video.....	3
IMED 1345	Interactive Multimedia I.....	3
IMED 2315	Web Page Design II.....	3
+General Education Requirement		3
		12

SEMESTER III

BUSI 1301	Introduction to Business	3
IMED 2349	Internet Communications.....	3
IMED 2313	Project Analysis and Design	3
IMED 1305	Multimedia Authoring I OR	3
++Elective	OR	(3)
++Elective	(3-4)
		12-13

SEMESTER IV

ITSE 2313	Web Authoring.....	3
IMED 2311	Portfolio Development	3
IMED 2388	Internship - Educational/Instructional Media Technology/Technician OR	3
IMED 1391	Special Topics in Educational/ Instructional Media Technology/Technician.....	(3)
++Elective	OR	3
++Elective	(3-4)
		12-13

Minimum Hours Required 48-50

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics.....	4
		OR higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW).....	3-4
Any Multimedia course (IMED, ARTC, PHTC).....	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- MULTIMEDIA DEVELOPER

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.MULT.DEVELOP.I

The Multimedia Developer Certificate programs train students in the development of interactive animation and training applications for corporations, educational institutions, government organizations and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1305 Multimedia Authoring I	3
PHTC 1349 Photo Digital Imaging I	3
+General Education Requirement	3
	<u>12</u>
SEMESTER II	
IMED 1316 Web Page Design I	3
IMED 1345 Interactive Multimedia I	3
IMED 2305 Multimedia Authoring II	3
+General Education Requirement	3
	<u>12</u>
SEMESTER III	
BUSI 1301 Introduction to Business	3
IMED 2345 Interactive Multimedia II	3
IMED 2313 Project Analysis and Design	3
IMED 1351 Digital Video OR	3
++Elective OR	(3)
++Elective	(3-4)
	<u>12-13</u>
Minimum Hours Required	36-37

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics	4
		OR higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW)	3-4
Any Multimedia course (IMED, ARTC, PHTC)	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- MULTIMEDIA DEVELOPER

Richland only

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: C2.MULT.DEVELOP.II

The Multimedia Developer Certificate programs train students in the development of interactive animation and training applications for corporations, educational institutions, government organizations and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning. This certificate provides an external learning experience.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1305 Multimedia Authoring I.....	3
PHTC 1349 Photo Digital Imaging I.....	3
+General Education Requirement	3
	<u>12</u>

SEMESTER II	
IMED 1316 Web Page Design I.....	3
IMED 1345 Interactive Multimedia I.....	3
IMED 2305 Multimedia Authoring II.....	3
+General Education Requirement	3
	<u>12</u>

SEMESTER III	
BUSI 1301 Introduction to Business	3
IMED 2345 Interactive Multimedia II.....	3
IMED 2313 Project Analysis and Design.....	3
IMED 1351 Digital Video OR	3
++ Elective OR	(3)
++ Elective	<u>(3-4)</u>
	<u>12-13</u>

SEMESTER IV	
IMED 2351 Multimedia Programming.....	3
IMED 2311 Portfolio Development	3
IMED 2388 Internship – Educational/ Instructional Media Technology/Technician OR	3
IMED 1391 Special Topics in Educational/ Instructional Media Technology/ Technician	3
++ Elective	<u>(3-4)</u>
	<u>12-13</u>

Minimum Hours Required 48-50

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I.....	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics.....	4
		OR higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list.....	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW).....	3-4
Any Multimedia course (IMED, ARTC, PHTC).....	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- VISUAL DESIGN

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.MULT.VISUAL.I

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1316 Web Page Design I.....	3
PHTC 1349 Photo Digital Imaging I.....	3
+General Education Requirement	3
	<u>12</u>
SEMESTER II	
IMED 1351 Digital Video.....	3
IMED 1345 Interactive Multimedia I.....	3
ARTC 1353 Computer Illustration	3
+General Education Requirement	3
	<u>12</u>
SEMESTER III	
BUSI 1301 Introduction to Business	3
ARTC 1345 3-D Modeling and Rendering.....	3
IMED 2313 Project Analysis and Design	3
IMED 1305 Multimedia Authoring I OR	3
++Elective OR	(3)
++Elective	(3-4)
	<u>12-13</u>
Minimum Hours Required	36-37

+ General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics	4
		or higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW).....	3-4
Any Multimedia course (IMED, ARTC, PHTC).....	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MULTIMEDIA TECHNOLOGY -- VISUAL DESIGN

Richland only

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: CERT.MULT.VISUAL.II

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques; animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM. This certificate provides an external learning experience.

	CREDIT HOURS
SEMESTER I	
IMED 1301 Introduction to Multimedia	3
IMED 1316 Web Page Design I.....	3
PHTC 1349 Photo Digital Imaging I.....	3
+General Education Requirement	3
	<u>12</u>

SEMESTER II	
IMED 1351 Digital Video.....	3
IMED 1345 Interactive Multimedia I.....	3
ARTC 1353 Computer Illustration	3
+General Education Requirement	3
	<u>12</u>

SEMESTER III	
BUSI 1301 Introduction to Business	3
ARTC 1345 3-D Modeling and Rendering.....	3
IMED 2313 Project Analysis and Design.....	3
IMED 1305 Multimedia Authoring I OR	3
++Elective OR	(3)
++Elective	<u>(3-4)</u>
	12-13

SEMESTER IV	
PHTC 2349 Photo Digital Imaging II.....	3
IMED 2311 Portfolio Development	3
IMED 2388 Internship – Educational/Instructional Media Technology/Technician OR ...	3
IMED 1391 Special Topics in Educational/Instructional Media Technology/Technician	(3)
++Elective OR	(3)
++Elective	<u>(3-4)</u>
	12-13

Minimum Hours Required 48-50

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course must be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I.....	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	2342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics.....	4
		OR higher level	

++Elective must be selected from the following:

DCCCD approved Humanities/Fine Arts list	3
DCCCD approved Social/Behavioral Science list	3
Any Computer Science course (COSC)	3
Any Computer Information Technology course (ITCC, ITMC, ITNW, ITSC, ITSE, ITSW)	3-4
Any Multimedia course (IMED, ARTC, PHTC)	3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I	3
POFT 1302 Business Communications I	3
POFT 1329 Keyboarding and Document Formatting OR	3
POFT 2301 Document Formatting and Skillbuilding	(3)
POFI 1345 Integrated Software Applications II	3
SPCH 1311 Introduction to Speech Communication	3
	15

SEMESTER II	
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel	(3)
POFI 2301 Word Processing	3
ENGL1301 Composition I	3
POFT 1321 Business Math AND	3
+Elective Natural Science	3-4
	15-16

SEMESTER III	
POFT 2312 Business Communications II	3
POFI 1349 Spreadsheets	3
POFT 1319 Records and Information Management I	3
POFI 1341 Computer Applications II	3
++Elective	3-4
+++Elective Humanities/Fine Arts	3
	18-19

SEMESTER IV

POFI 2331 Desktop Publishing for the Office	3
ITSW 1407 Introduction to Database	4
POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	3
POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General	(3)
++++Elective Social/Behavioral Science	3
	13

Minimum Hours Required 61-63

+Elective - One of the following Natural Science courses may be taken:

ECOL 1305 People and Their Environment	3
BIOL 1406 General Biology	4
BIOL 1408 Biological Science	4
BIOL 1409 Biological Science	4
GEOL 1403 Physical Geology	4
PHYS 1311 Descriptive Astronomy	3
PHYS 1401 Introductory General Physics	4
PHYS 1415 Physical Science	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

+++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

Exit Points:

Following the exit points within the curriculum pattern the student may:

1. Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
2. Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
3. Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

	CREDIT HOURS
SEMESTER I	
POFT 1302 Business Communications I.....	3
POFI 1345 Integrated Software Applications II.....	3
SPCH 1311 Introduction to Speech Communication.....	3
ENGL1301 Composition I.....	3
POFI 2301 Word Processing.....	3
POFI 1301 Computer Applications I.....	3
POFT 1309 Administrative Office Procedures I.....	3
ACNT 1303 Introduction to Accounting I.....	3
	24

SEMESTER II

POFT 2301 Document Formatting and Skillbuilding.....	3
POFI 1349 Spreadsheets.....	3
ITSW 1407 Introduction to Database.....	4
POFI 1341 Computer Applications II.....	3
POFI 2331 Desktop Publishing for the Office.....	3
	16

SEMESTER III

POFT 2312 Business Communications II.....	3
POFT 1313 Professional Development for Office Personnel.....	3
+++Elective Social/Behavioral Science.....	3
++Elective Humanities/Fine Arts.....	3
	12

SEMESTER IV

Navy Recruit Training	
POFT 1319 Records and Information Management I.....	3
POFT 1349 Administrative Office Procedures II.....	3
+Elective Natural Science.....	3-4
POFT 1380 Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3
POFT 2380 Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3
	15-16

Minimum Hours Required 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

+++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE TECHNOLOGY-- ADMINISTRATIVE SUPPORT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I	3
POFT 1302 Business Communications I.....	3
POFT 1329 Keyboarding and Document Formatting OR	3
POFT 2301 Document Formatting and Skillbuilding	(3)
POFI 1345 Integrated Software Applications II	3
SPCH 1311 Introduction to Speech Communication.....	3
	15
SEMESTER II	
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel.....	(3)
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
ENGL 1301 Composition I.....	3
POFT 1325 Business Math and Machine Applications OR.....	3
POFT 1321 Business Math.....	(3)
	15
SEMESTER III	
POFT 2312 Business Communications II	3
POFT 1313 Professional Development for Office Personnel OR.....	3
POFT 1380 Cooperative Education--Administrative Assistant/Secretarial Science, General.....	(3)
POFT 1319 Records and Information Management I OR	3
ITSW 1407 Introduction to Database	(4)
POFI 2331 Desktop Publishing for the Office	3
+Electives	3-4
	15-17
Minimum Hours Required	45-47

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW, ITMC or ITCC course including but not limited to:

POFT	1380	Cooperative Education--Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education--Administrative Assistant/Secretarial Science, General.....	3

OFFICE TECHNOLOGY -- OFFICE ASSISTANT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I OR.....	3
POFT 1319 Records and Information Management I.....	(3)
POFT 1302 Business Communications I.....	3
POFT 1309 Administrative Office Procedures I OR.....	3
POFT 1313 Professional Development for Office Personnel.....	(3)
POFI 1345 Integrated Software Applications II	3
+Electives	3-4
	15-16

Minimum Hours Required 15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1325	Business Math and Machine Applications	3
POFT	1380	Cooperative Education - Administrative Assistant/Secretarial Science, General	3
POFT	1381	Cooperative Education - Administrative Assistant/Secretarial Science, General	3

OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

	CREDIT HOURS
SEMESTER I	
POFI 2301 Word Processing	3
POFI 1349 Spreadsheets.....	3
ITSW 1407 Introduction to Database	4
POFI 1341 Computer Applications II	3
POFI 2331 Desktop Publishing for the Office	3
	16

Minimum Hours Required 16

ORNAMENTAL HORTICULTURE TECHNOLOGY--GREENHOUSE FLORIST

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ORNAM.GREENHOUSE

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

	CREDIT HOURS
SEMESTER I	
HALT 1401 Principles of Horticulture.....	4
HALT 1217 Trees	2
FMKT 1401 Floral Design	4
BIOL 1411 Introductory Botany OR	4
BIOL 1408 Biology Science OR.....	(4)
CHEM 1405 Introductory Chemistry I.....	(4)
ENGL 1301 Composition I	3
	17
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers.....	2
HALT 1303 Herbaceous Plants	3
ITSC 1401 Introduction to Computers	4
MATH 1324 Mathematics for Business and Economics I OR	3
POFT 1321 Business Math OR.....	(3)
HALT 1320 Horticultural Calculations	(3)
HALT 1315 Fundamentals of Landscape Planning.....	3
	15
SEMESTER III	
HALT 1209 Interior Plants.....	2
HALT 2402 Greenhouse Crop Production	4
FMKT 2335 Flower Shop Management	3
MRKG 1311 Principles of Marketing OR.....	3
BMGT 1302 Principles of Retailing	(3)
SPCH 1311 Introduction to Speech Communication.....	3
ARTS 1311 Design I OR	3
ARTS 1316 Drawing I.....	(3)
	18

SEMESTER IV	
HALT 2341 Interiorscaping	3
FMKT 2331 Advanced Floral Design	3
HALT 2380 Cooperative Education - Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General.....	(3)
ACCT 2301 Principles of Accounting I OR.....	3
ACNT 1303 Introduction to Accounting	(3)
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology	(3)
	15

Minimum Hours Required 65

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORESCAPE DESIGN

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Plan Code: AAS.ORNAM.INTERIORSC

This option prepares an individual to enter the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings, offices, and malls. The students will study design principles, management methods, tropical plant identification and maintenance, greenhouse production, and plant propagation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

	CREDIT HOURS
SEMESTER I	
HALT 1401 Principles of Horticulture.....	4
HALT 1217 Trees	2
HALT 1213 Economics Entomology	2
FMKT 1401 Floral Design	4
HALT 1315 Fundamentals of Landscape Planning.....	3
BIOL 1411 Introductory Botany OR	4
BIOL 1408 Biology Science OR.....	(4)
CHEM 1405 Introductory Chemistry I.....	(4)
	19
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers	2
HALT 1303 Herbaceous Plants	3
HALT 2201 Arboriculture	2
ENGL 1301 Composition I.....	3
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology.....	(3)
HALT 1253 Landscape Computer Design	2
	15
SEMESTER III	
HALT 1209 Interior Plants.....	2
HALT 2402 Greenhouse Crop Production	4
HALT 1422 Landscape Design	4
MATH 1324 Mathematics for Business and Economics I OR.....	3
POFT 1321 Business Math OR.....	(3)
HALT 1320 Horticultural Calculations	(3)
HALT 1319 Landscape Construction	3
ARTS 1311 Design I OR.....	3
ARTS 1316 Drawing I.....	(3)
	19

SEMESTER IV	
HALT 1351 Landscape Business Operations.....	3
HALT 2380 Cooperative Education – Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General.....	(3)
HALT 2341 Interiorscaping	3
HALT 1205 Horticulture Soils	2
ITSC 1401 Introduction to Computers	4
SPCH 1311 Introduction to Speech Communication	3
	18

Minimum Hours Required 71

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORSCAPE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.HORT.INTERIOR

This program prepares the student to enter positions in the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings.

	CREDIT HOURS
SEMESTER I	
HALT 1209 Interior Plants.....	2
HALT 1205 Horticulture Soils	2
HALT 1319 Landscape Construction	3
HALT 1315 Fundamentals of Landscape Planning.....	3
HALT 1401 Principles of Horticulture	4
FMKT 1401 Floral Design	4
	18
SEMESTER II	
HALT 1303 Herbaceous Plants	3
HALT 1213 Economic Entomology	2
HALT 2201 Arboriculture	2
HALT 2341 Interiorscaping	3
HALT 2380 Cooperative Education--Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General.....	(3)
SPCH 1311 Introduction to Speech Communication.....	3
MATH 1324 Mathematics for Business and Economics I OR.....	3
POFT 1321 Business Math OR.....	(3)
HALT 1320 Horticultural Calculations	(3)
	19
Minimum Hours Required'.....	37

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE MANAGEMENT

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ORNAM.LAND.MANAG

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

	CREDIT HOURS
SEMESTER I	
HALT 1217 Trees	2
HALT 1213 Economic Entomology	2
HALT 1315 Fundamentals of Landscape Planning	3
HALT 1401 Principles of Horticulture	4
BIOL 1411 Introductory Botany OR	4
BIOL 1408 Biology Science OR	(4)
CHEM 1405 Introductory Chemistry I	(4)
ENGL 1301 Composition I	3
	18
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers	2
HALT 1303 Herbaceous Plants	3
HALT 1205 Horticulture Soils	2
HALT 2201 Arboriculture	2
ITSC 1401 Introduction to Computers	4
MATH 1324 Mathematics for Business and Economics I OR	3
POFT 1321 Business Math OR	(3)
HALT 1320 Horticultural Calculations	(3)
HALT 1253 Landscape Computer Design	2
	18

SEMESTER III	
HALT 1224 Turfgrass Science and Management	2
HALT 1209 Interior Plants	2
HALT 2380 Cooperative Education - Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 1422 Landscape Design	4
ACCT 2301 Principles of Accounting I OR	3
ACNT 1303 Introduction to Accounting	(3)
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology	(3)
SPCH 1311 Introduction to Speech Communication	3
	20
SEMESTER IV	
HALT 1351 Landscape Business Operations	3
HALT 2341 Interiorscaping	3
HALT 2331 Advanced Landscape Design	3
HALT 1319 Landscape Construction	3
ARTS 1311 Design I OR	3
ARTS 1316 Drawing I	(3)
	15
Minimum Hours Required	71

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

ORNAMENTAL HORTICULTURE TECHNOLOGY -- FLORIST

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.HORT.FLORIST

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

	CREDIT HOURS
SEMESTER I	
FMKT 1401 Floral Design	4
ACCT 2301 Principles of Accounting I OR	3
ACNT 1303 Introduction to Accounting	(3)
MATH 1324 Mathematics for Business and Economics I OR	3
POFT 1321 Business Math OR	(3)
HALT 1320 Horticultural Calculations	(3)
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology	(3)
HALT 1401 Principles of Horticulture	4
	17
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers	2
HALT 1209 Interior Plants	2
HALT 1303 Herbaceous Plants	3
FMKT 2331 Advanced Floral Design	3
FMKT 2335 Flower Shop Management	3
HALT 2380 Cooperative Education - Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General	(3)
SPCH 1311 Introduction to Speech Communication	3
	19
Minimum Hours Required	36

ORNAMENTAL HORTICULTURE TECHNOLOGY --LANDSCAPE GARDENER

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.HORT.LANDSCAPE

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

	CREDIT HOURS
SEMESTER I	
HALT 1217 Trees	2
HALT 1315 Fundamentals of Landscape Planning	3
HALT 1401 Principles of Horticulture	4
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology	(3)
MATH 1324 Mathematics for Business and Economics I OR	3
POFT 1321 Business Math OR	(3)
HALT 1320 Horticultural Calculations	(3)
SPCH 1311 Introduction to Speech Communication	3
	18
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers	2
HALT 1209 Interior Plants	2
HALT 1303 Herbaceous Plants	3
HALT 2380 Cooperative Education - Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 1205 Horticulture Soils	2
HALT 2201 Arboriculture	2
HALT 1224 Turfgrass Science and Management	2
	16
Minimum Hours Required	34

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE NURSERY

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.ORNAM.LAND.NURS

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

	CREDIT HOURS
SEMESTER I	
HALT 1401 Principles of Horticulture	4
HALT 1217 Trees	2
HALT 1315 Fundamentals of Landscape Planning.....	3
HALT 1213 Economic Entomology.....	2
BIOL 1411 Introductory Botany OR	4
BIOL 1408 Biology Science OR.....	(4)
CHEM 1405 Introductory Chemistry I.....	(4)
ENGL 1301 Composition I.....	3
	18
SEMESTER II	
HALT 1211 Shrubs, Vines, and Groundcovers	2
HALT 1303 Herbaceous Plants	3
HALT 1253 Landscape Computer Design.....	2
HALT 1205 Horticulture Soils	2
ITSC 1401 Introduction to Computers	4
MATH 1324 Mathematics for Business and Economics I OR.....	3
POFT 1321 Business Math OR.....	(3)
HALT 1320 Horticultural Calculations	(3)
	16
SEMESTER III	
HALT 1244 Propagation of Woody Ornamentals	2
HALT 2320 Nursery Production and Management	3
HALT 2402 Greenhouse Crop Production	4
HALT 1422 Landscape Design	4
PSYC 2301 Introduction to Psychology OR	3
PSYC 2302 Applied Psychology.....	(3)
ARTS 1311 Design I OR.....	3
ARTS 1316 Drawing I.....	(3)
	19

SEMESTER IV	
HALT 1319 Landscape Construction	3
HALT 1351 Landscape Business Operations.....	3
HALT 2380 Cooperative Education - Horticulture Services Operations and Management, General OR	3
HALT 1391 Special Topics in Horticulture Services Operations and Management, General.....	(3)
HALT 2341 Interiorscaping	3
HALT 2331 Advanced Landscape Design	3
SPCH 1311 Introduction to Speech Communication	3
	18

Minimum Hours Required 71

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Associate in Applied Sciences Degree)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.REAL..ESTATE.02

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
SEMESTER I	
RELE 1201 Principles of Real Estate AND	2
RELE 2209 Principles of Real Estate II	2
RELE 2301 Law of Agency	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
+Elective	3
	16
SEMESTER II	
RELE 1321 Real Estate Marketing	3
RELE 1311 Law of Contracts	3
SPCH 1311 Introduction to Speech Communication	3
RELE 1319 Real Estate Finance	3
+Elective	3
	15
SEMESTER III	
MATH 1324 Mathematics for Business and Economics I OR	3
RELE 1325 Real Estate Mathematics AND	(3)
ECOL 1305 People and Their Environment	(3)
PSYC 2302 Applied Psychology	3
RELE 1303 Real Estate Appraisal OR	(3)
RELE 1327 Real Estate Commercial Appraisal	3
+Elective	3
++Elective Humanities/Fine Arts	3
	15-18
SEMESTER IV	
RELE 1309 Real Estate Law	3
RELE 2388 Internship-Real Estate OR	3
RELE 2380 Cooperative Education- Real Estate	(3)
RELE 1323 Real Estate Computer Application	3
ECON 2301 Principles of Economics I OR	3
ECON 1303 Economics of Contemporary Social Issues	(3)
+Elective	3
	15
Minimum Hours Required	61-64

+Recommended Electives:

BMGT	1333	Principles of Selling	3
RELE	1105	Uniform Standards of Professional Appraisal Practice	1
RELE	1191	Special Topics in Real Estate	1
RELE	1291	Special Topics in Real Estate	2
RELE	1307	Real Estate Investment	3
RELE	1315	Property Management	3
RELE	1391	Special Topics in Real Estate	3
RELE	2305	Real Estate Inspection	3
RELE	2331	Real Estate Brokerage	3
RELE	2381	Cooperative Education-Real Estate	3
RELE	2389	Internship-Real Estate	3

A student cannot take more than THREE Special Topics courses toward the degree.

++Electives-Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Certificate)

**(Students pursuing this certificate program are
waived from TASP requirements.)**

Degree Plan Code: C1.REAL.ESTATE.02

This 16-hour Certificate program develops the basic skills for a real estate salesperson. Three of the five courses are required by the Texas Real Estate Commission for licensure.

	CREDIT HOURS
SEMESTER I	
RELE 1201 Principles of Real Estate AND	2
RELE 2209 Principles of Real Estate II	2
RELE 2301 Law of Agency	3
RELE 1311 Law of Contracts.....	3
+RELE XXXX Real Estate Elective.....	6
	16
Minimum Hours Required	16

+Recommended Electives: must have a combination of courses totaling
6 credit hours:

RELE	1323	Real Estate Computer Application	3
RELE	1325	Real Estate Mathematics	3
RELE	1319	Real Estate Finance.....	3
RELE	1321	Real Estate Marketing.....	3
RELE	1105	Uniform Standards of Professional Appraisal..	1
RELE	1191	Special Topics in Real Estate	1
RELE	1291	Special Topics in Real Estate	2
RELE	1303	Real Estate Appraisal	3
RELE	1307	Real Estate Investment.....	3
RELE	1315	Property Management.....	3
RELE	1391	Special Topics in Real Estate	3
RELE	2305	Real Estate Inspections	3
RELE	2331	Real Estate Brokerage	3
RELE	2381	Cooperative Education-Real Estate	3
RELE	2389	Internship-Real Estate.....	3

SEMICONDUCTOR MANUFACTURING -- EQUIPMENT TECHNICIAN

Richland only

(Associate in Applied Sciences Degree, Tech Prep)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.SEMICONDUCT.MANUF

Richland College has partnered with Collin County Community College and industry to develop this program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. The increasing demand for semiconductor products challenges the industry to find the highly skilled and knowledgeable technicians needed in semiconductor manufacturing. This program has been designed to provide the student with the skills to perform technical duties associated with the installation, repair, maintenance and calibration of equipment used for the manufacture and test of semiconductor products.

	CREDIT HOURS
SEMESTER I	
ENGL 1301	Composition I.....3
MATH 1414	College Algebra OR4
TECM 1341	Technical Algebra.....(3)
HYDR 1445	Hydraulics and Pneumatics.....4
CETT 1403	DC Circuits.....4
SMFT 1343	Semiconductor Manufacturing Technology I.....3
	17-18
SEMESTER II	
PSYC 2302	Applied Psychology.....3
MATH 1316	Plane Trigonometry OR3
TECM 1317	Technical Trigonometry.....(3)
PHYS 1407	Concepts in Physics.....4
CETT 1405	AC Circuits.....4
	14
SEMESTER III	
CHEM 1405	Introductory Chemistry I.....4
ENTC 1380	Cooperative Education - Engineering Technology/Technician, General OR3
QCTC 1343	Quality Assurance.....(3)
	7
SEMESTER IV	
INTC 1307	Electronic Test Equipment.....3
CETT 1429	Solid State Devices.....4
CETT 1425	Digital Fundamentals.....4
SPCH 1311	Introduction to Speech Communication.....3
+Elective	Humanities/Fine Arts.....3
	17

SEMESTER V

CETT 2337	Microcomputer Control.....3
INMT 1447	Industrial Automation.....4
CETT 1457	Linear Integrated Circuits.....4
SMFT 2343	Semiconductor Manufacturing Technology II OR3
ENTC 2380	Cooperative Education - Engineering Technology/Technician, General.....(3)
	14

Minimum Hours Required 69-70

+Select Humanities/Fine Arts elective from the DCCCD approved courses.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

SEMICONDUCTOR MANUFACTURING -- OPERATOR

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.SEMICOND.MANUF

Richland College has partnered with Collin County Community College and industry to develop this certificate program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors.

This program has been designed to provide the student with the skills to operate equipment used in the semiconductor manufacturing process.

	CREDIT HOURS
SEMESTER	
ENGL 1301 Composition I.....	3
MATH 1414 College Algebra OR	4
TECM 1341 Technical Algebra.....	(3)
HYDR 1445 Hydraulics and Pneumatics.....	4
CETT 1403 DC Circuits.....	4
SMFT 1343 Semiconductor Manufacturing Technology I.....	3
	17-18

SEMESTER II	
PSYC 2302 Applied Psychology.....	3
MATH 1316 Plane Trigonometry OR	3
TECM 1317 Technical Trigonometry.....	(3)
PHYS 1407 Concepts in Physics.....	4
CETT 1405 AC Circuits.....	4
	14

SEMESTER III	
CHEM 1405 Introductory Chemistry I.....	4
ENTC 1380 Cooperative Education – Engineering Technology/Technician, General OR	3
QCTC 1343 Quality Assurance.....	(3)
	7

Minimum Hours Required 38-39

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

Richland only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills)

(Students pursuing this AAS program are required to meet all TASP requirements.)

Degree Plan Code: AAS.TRAVEL.EXPO.MEET

This program is designed to develop the necessary knowledge and skills so that a graduate may advance in career paths appropriate to an individual's particular interests, in the travel and tourism industry. Individual areas of specialization include: (a) convention/meeting planner, (b) exposition/trade show planner, or (c) travel agency operations. In addition to specific technical skills and knowledge related to the travel and tourism field, the graduate will have received instruction in other areas such as principles of management, applied mathematics, reading and writing skills, and verbal communication skills.

	CREDIT HOURS
SEMESTER I	
ENGL 1301 Composition I.....	3
TRVM 1300 Introduction to Travel and Tourism	3
TRVM 2301 Introduction to Convention/Meeting Management.....	3
TRVM 1308 Travel Destinations I – Western Hemisphere	3
POFT 1127 Introduction to Keyboarding	1
	13
SEMESTER II	
ENGL 1302 Composition II.....	3
POFT 1321 Business Math ¹ AND	3
ECOL 1305 People and Their Environment ¹ OR	3
MATH 1332 College Mathematics I ¹	(3)
ITSC 1401 Introduction to Computers	4
TRVM 1325 Exposition and Trade Show Management.....	3
TRVM XXXX Specialization Course	1-3
	14-19
SEMESTER III	
SPCH 1311 Introduction to Speech Communication.....	3
TRVM 1291 Special Topics in Travel and Tourism.....	2
TRVM 1345 Travel and Tourism Sales and Marketing Techniques	3
TRVM 1341 Travel Destinations II – Eastern Hemisphere	3
+Elective Humanities/Fine Arts	3-4
	14-15

SEMESTER IV

++Elective	Management Elective.....	3
SOCI 1301	Introduction to Sociology OR.....	3
PSYC 2301	Introduction to Psychology OR	(3)
HDEV 2315	Principles and Process of Personal And Social Adjustment	(3)
TRVM 2331	Convention and Exposition Law and Ethics.....	3
+++TRVM XXXX	Special Topics Elective OR	1-4
++++TRVM XXXX	Practicum Elective	(1-4)
TRVM XXXX	Specialization Course.....	3-4
+Elective	Humanities/Fine Arts	3-4
		16-21

SEMESTER V

TRVM 2380	Cooperative Education in Travel and Tourism ²	3
		3

Minimum Hours Required 60-71

+ Humanities/Fine Arts electives must be selected from the following:

ARTS 1301	Art Appreciation	3
ENGL 2332	World Literature	3
HIST 2321	World Civilizations	3
HIST 2322	World Civilizations	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1313	Critical Thinking	3
FREN 1411	Beginning French	4
FREN 1412	Beginning French	4
GERM 1411	Beginning German.....	4
GERM 1412	Beginning German.....	4
JAPN 1411	Beginning Japanese	4
JAPN 1412	Beginning Japanese	4
PORT 1411	Beginning Portuguese	4
PORT 1412	Beginning Portuguese	4
SPAN 1411	Beginning Spanish.....	4
SPAN 1412	Beginning Spanish.....	4

++Management elective must be selected from the following:

BMGT 1303	Principles of Management	3
BUSG 2309	Small Business Management	3
HRPO 2307	Organizational Behavior.....	3

SPECIALIZATION COURSES:

Meeting and Convention Management

TRVM 2333	Applied Convention/Meetings Management.....	3
TRVM 2341	International Meeting Management.....	3
TRVM 1327	Hospitality and Special Events.....	3

Exposition/Trade Show Management

TRVM 2343	Exposition Service Contracting	3
TRVM 2355	Exposition and Trade Show Operations	3

Travel Management

TRVM 1349	Travel Operations I	3
TRVM 2437	Travel Industry Operations II.....	4
TRVM 1323	Group Tour Operations	3
TRVM 1331	Introduction to the Hospitality Industry	3
TRVM 1171	Cruises	1

(continued on next page)

+++ Special Topics Elective - Students may select one course from the list below or any one of the Specialization Courses listed above.

TRVM	1191	Special Topics in Travel and Tourism	1
TRVM	1291	Special Topics in Travel and Tourism	2
TRVM	1391	Special Topics in Travel and Tourism	3
TRVM	1491	Special Topics in Travel and Tourism	4

++++Practicum Elective - Students may select one course from the list below.

TRVM	1166	Practicum-Travel and Tourism	1
TRVM	1266	Practicum-Travel and Tourism	2
TRVM	2367	Practicum-Travel and Tourism	3
TRVM	2467	Practicum-Travel and Tourism	4

POFT 1321, Business Math AND ECOL 1305, People and Their Environment OR MATH 1332, College Mathematics I

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Travel, Exposition and Meeting Management and provides the student advanced skills required by the industry to specialize in Meeting and Convention Management, Exposition/Trade Show Management, and Travel Management.

Note: Student may not duplicate or receive credit for a course in the Enhanced Skills Certificate that the student has already received credit for in the AAS degree.

MEETING AND CONVENTION MANAGEMENT

Richland only

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: ES.TRAV.CONVENTION

	CREDIT HOURS
SEMESTER I	
TRVM 2333 Applied Convention/Meetings Management	3
TRVM 2341 International Meeting Management	3
TRVM XXXX Specialization Course	3
	<u>9</u>
Minimum Hours Required	9

EXPOSITION/TRADE SHOW MANAGEMENT

Richland only

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: ES.TRAV.EXPO/TRADE

	CREDIT HOURS
SEMESTER I	
TRVM 2343 Exposition Service Contracting	3
TRVM 2355 Exposition and Trade Show Operations	3
TRVM XXXX Specialization Elective	3
	<u>9</u>
Minimum Hours Required	9

TRAVEL MANAGEMENT

Richland only

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Code: ES.TRAV.MANAGEMENT

	CREDIT HOURS
SEMESTER I	
TRVM 1349 Travel Operations I	3
TRVM 2437 Travel Industry Operations II	4
TRVM XXXX Specialization Elective	3
	<u>10</u>
Minimum Hours Required	10

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills certificate need to consult with their advisor.

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Code: CERT.TRAV.MANAGEMENT

This is a thirty-one hour certificate that provides the student with the technical knowledge and practical skills required to work as a travel reservationist or a travel counselor. In addition to basic reservation skills, students will receive instruction in the following topics: (a) effective written/verbal communication, (b) positive work ethics and habits, and (c) basic office clerical activities.

	CREDIT HOURS
SEMESTER I	
POFT 1321 Business Math ¹ AND	3
ECOL 1305 People and Their Environment ¹ OR ...	3
MATH 1332 College Mathematics I ¹	(3)
TRVM 1300 Introduction to Travel and Tourism.....	3
TRVM 1308 Travel Destination I – Western Hemisphere	3
TRVM 1349 Travel Operations I.....	3
+TRVM XXXX Special Topics Elective OR	1-4
++TRVM XXXX Practicum Elective	(1-4)
	13-19
SEMESTER II	
ENGL 1301 Composition I.....	3
TRVM 1345 Travel and Tourism Sales and Marketing Techniques	3
TRVM 2437 Travel Industry Operations II	4
TRVM 1341 Travel Destinations II – Eastern Hemisphere	3
	13
SEMESTER III	
TRVM 2380 Cooperative Education in Travel and Tourism.....	3
	3
Minimum Hours Required	29-35

+Special Topics Elective - Students may select one course from the list below or students may substitute TRVM 2301, Introduction to Convention/Meeting Management or TRVM 1325, Exposition and Trade Show Management for Special Topics Elective:

TRVM 1191	Special Topics in Travel and Tourism	1
TRVM 1291	Special Topics in Travel and Tourism	2
TRVM 1391	Special Topics in Travel and Tourism	3
TRVM 1491	Special Topics in Travel and Tourism	4

++Practicum Elective - Students must select one course from the list below:

TRVM 1166	Practicum - Travel and Tourism	1
TRVM 1266	Practicum - Travel and Tourism	2
TRVM 2367	Practicum - Travel and Tourism	3
TRVM 2467	Practicum - Travel and Tourism	4

¹ POFT 1321, Business Math AND ECOL 1305, People and Their Environment or MATH 1332, College Mathematics I.

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles of Accounting I (3)

(This is a common course number. Former course prefix/number ACC 201.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles of Accounting II (3)

(This is a common course number. Former course prefix/number ACC 202.)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2401 Principles of Accounting I (4)

(This is a common course number. Former course prefix/number ACC 208.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2402 Principles of Accounting II (4)

(This is a common course number. Former course prefix/number ACC 209.)

Prerequisite: Accounting 2301 or Accounting 2401 This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements; budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

ACNT 1303 Introduction to Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 1371.)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction to Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT1372.)

Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction to Computerized Accounting (3)

(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)

(This is a WECM course number. Former course prefix/number ACCT 2370.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications, with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

ACNT 1329 Payroll and Business Tax**Accounting (3)**

(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)

(This is a WECM course number. Former course prefix/number ACCT 2372.)

Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7371.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7372.)

Prerequisite: Accounting 2304 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

ACNT 1391 Special Topics in Accounting (3)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ACNT 2303 Intermediate Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 2378.)

Prerequisite: Accounting 2301 or Accounting 2401. Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice.

ACNT 2304 Intermediate Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT 2379.)

Prerequisite: Accounting 2303. Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. (3 Lec.)

ACNT 2309 Cost Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 2376.)

Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing, and process costing. (3 Lec.)

ACNT 2311 Managerial Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 2377.)

Prerequisite: Accounting 2302 or Accounting 2402. A study of practical applications of accounting with emphasis on cost behavior, capital management decisions, budgeting, financial statement analysis, and income taxation. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7471.)

Prerequisite: Accounting 1366 and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7472.)

Prerequisite: Accounting 1380 and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

ANTH 1370 American Indian Culture (3)

(This is a unique need course. Former course prefix/number ANT 104)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(Coordinating Board Academic Approval Number 4502019325)

ANTH 2302 Introduction to Archeology (3)

(This is a common course number. Former course prefix/number ANT 231.)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015125)

ANTH 2346 Introduction to Anthropology (3)

(This is a common course number. Former course prefix/number ANT 100.)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015125)

ANTH 2351 Cultural Anthropology (3)

(This is a common course number. Former course prefix/number ANT 101.)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015325)

ANTH 2380 The Heritage of Mexico (3)

(Former course prefix/number ANT 110.)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

ARTC 1309 Basic Illustration (3)

(This is a WECM course number. Former course prefix/number VCOM 1377.)

Introduction to drawing techniques, skills, and concepts using various black and white media. Emphasis on perspective construction of the human figure and principles of shading as they pertain to the commercial illustration industry. (2 Lec., 4 Lab.)

ARTC 1345 3-D Modeling and Rendering (3)

(This is a WECM course number. Former course prefix/number MULT 2371 or VCOM 2381 or RFTV 2374/FLMC 1331.)

Prerequisite: IMED 1301. A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; a variety of rendering techniques; and use of camera light sources, texture, and surface mapping. (2 Lec., 4 Lab.)

ARTC 1353 Computer Illustration (3)

(This is a WECM course number. Former course prefix/number MULT 1375 or ARTS 2324.)

Prerequisite: IMED 1301. Exploration of computer programs with applications to illustration, photo manipulation and file management for reproduction. Emphasis on concept development in print and digital delivery. (2 Lec., 4 Lab.)

ARTS 1301 Art Appreciation (3)

(This is a common course number. Former course prefix/number ART 104.)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035126)

ARTS 1303 Survey of Art History (3)

(This is a common course number. Former course prefix/number ART 105.)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035226)

ARTS 1304 Survey of Art History (3)

(This is a common course number. Former course prefix/number ART 106.)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035226)

ARTS 1311 2D Design (3)

(This is a common course number. Former course prefix/number ART 110.)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015326)

ARTS 1312 3D Design (3)

(This is a common course number. Former course prefix/number ART 111.)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 50040153326)

ARTS 1316 Drawing I (3)

(This is a common course number. Former course prefix/number ART 114.)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055226)

ARTS 1317 Drawing II (3)

(This is a common course number. Former course prefix/number ARTS 115.)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055226)

ARTS 2311 Advanced Design (3)

(This is a common course number. Former course prefix/number ART 227.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015326)

ARTS 2312 Advanced Design (3)

(Former course prefix/number ART 229.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015326)

ARTS 2316 Painting I (3)

(This is a common course number. Former course prefix/number ART 205.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085226)

ARTS 2317 Painting II (3)

(This is a common course number. Former course prefix/number ART 206.)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

ARTS 2323 Drawing III (3)

(This is a common course number. Former course prefix/number ART 201.)

Prerequisite: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055326)

ARTS 2324 Drawing IV (3)

(This is a common course number. Former course prefix/number ART 202.)

Prerequisite: Arts 2323, sophomore standing; or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055326)

ARTS 2326 Sculpture I (3)

(This is a common course number. Former course prefix/number ART 208.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095126)

ARTS 2327 Sculpture II (3)

(This is a common course number. Former course prefix/number ART 209.)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095126)

ARTS 2333 Printmaking I (3)

(This is a common course number. Former course prefix/number ART 220.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105126)

ARTS 2334 Printmaking II (3)

(This is a common course number. Former course prefix/number ART 222.)

Prerequisite: Arts 2333. This course is a continuation of Printmaking I. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105126)

ARTS 2346 Ceramics I (3)

(This is a common course number. Former course prefix/number ART 215.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115126)

ARTS 2347 Ceramics II (3)

(This is a common course number. Former course prefix/number ART 216.)

Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115126)

ARTS 2356 Photography I (3)

(Former course prefix/number ART 118.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055126)

ARTS 2357 Photography II (3)

(Former course prefix/number ART 119.)

Prerequisite: Arts 2356. This course is a continuation of Arts 2356. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055226)

ARTS 2366 Watercolor I (3)

(This is a common course number. Former course prefix/number ART 217.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

ARTS 2367 Watercolor II (3)

(This is a common course number. Former course prefix/number ART 218.)

Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085326)

ARTS 2370 Arts History (3)

(This is a unique need course. Former course prefix/number ART 203.)

Prerequisite: Arts 1303 and Arts 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007039226)

ARTS 2371 Arts History (3)

(This is a unique need course. Former course prefix/number ART 204.)

Prerequisite: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007039226)

ARTS 2389 Academic Cooperative in Art, Photography/Digital Imaging (3)

(This is a common course number. Former course prefix/number PHO 215/PHOT 2375.)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, art, music, philosophy, or religion. This course should be given a discipline prefix and Texas Common Course Number 2389. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035212)

BCIS 1405 Business Computer Applications (4)

(This is a common course number.)

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 1431 Programming in Visual BASIC (4)

(This is a common course number.)

Introduction to business programming techniques using Visual BASIC with an emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, and input/output devices. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 2390 Systems Analysis and Design (3)

(This is a common course number.)

Prerequisite: Any programming course or demonstrated competence approved by the instructor. Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Topics include information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212035104)

BCIS 2431 Advanced Programming in Visual BASIC (4)

(This is a common course number.)

Prerequisite: BCIS 1431 or demonstrated competence approved by the instructor. Advanced applications and business programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025304)

BIOL 1406 General Biology (4)

(This is a common course number. Former course prefix/number BIO 101.)

This course is the first of a two-semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1407 General Biology (4)

(This is a common course number. Former course prefix/number BIO 102.)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1408 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 115.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1409 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 116.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1411 Introductory Botany (4)

(This is a common course number. Former course prefix/number BIO 110.)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2603015103)

BIOL 2401 Anatomy and Physiology I (4)

(This is a common course number. Former course prefix/number BIO 221.)

Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065103)

BIOL 2402 Anatomy and Physiology II (4)

(This is a common course number. Former course prefix/number BIO 222.)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two-course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065103)

BIOL 2416 Genetics (4)

(This is a common course number. Former course prefix/number BIO 226.)

Prerequisite: Biology 1406 or demonstrated competence approved by the instructor. This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2606135103)

BIOL 2420 General Microbiology (4)

(This is a common course number. Former course prefix/number BIO 216.)

Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015103)

BMGT 1191 Special Topics in Business**Administration and Management, General (1)**

(This is a WECM course number. Former course prefix/number MGMT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

BMGT 1301 Supervision (3)

(This is a WECM course number. Former course prefix/number MGMT 1374.)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

BMGT 1302 Principles of Retailing (3)

(This is a WECM course number. Former course prefix/number MKRT 1370.)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 Lec.)

BMGT 1303 Principles of Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1370.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BMGT 1313 Principles of Purchasing (3)

(This is a WECM course number. Former course prefix/number CMGT 2370 or MGMT 1373.)

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (3 Lec.)

BMGT 1349 Advertising and Sales Promotion (3)

(This is a WECM course number. Former course prefix/number MKRT 2374.)

Introduction to the advertising principles, practices, and multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 Lec.)

BMGT 1382 Cooperative Education - Business**Administration and Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 7371.)

The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business**Administration and Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 7372.)

The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics in Business**Administration and Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BMGT 2303 Problem Solving and Decision**Making (3)**

(This is a WECM course number. Former course prefix/number MGMT 2375.)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2309 Leadership (3)

(This is a WECM course number.)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. (3 Lec.)

BMGT 2331 Total Quality Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1371.)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. (3 Lec.)

BMGT 2382 Cooperative Education - Business**Administration and Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 8381.)

The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business**Administration and Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 8382.)

The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BUSG 1315 Small Business Operations (3)

(This is a WECM course number. Former course prefix/number MGMT 2371.)

A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)

(This is a WECM course number. Former course prefix/number MGMT 2370.)

A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1372.)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

BUSI 1301 Introduction to Business (3)

(This is a common course number. Former course prefix/number BUS 105.)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015104)

BUSI 1307 Personal Finance (3)

(This is a common course number. Former course prefix/number BUS 143.)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015109)

BUSI 2301 Business Law (3)

(This is a common course number. Former course prefix/number BUS 234.)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015124)

CDEC 1359 Children with Special Needs (3)

(This is a WECM course number. Former course prefix/number ECCD 2372.)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

CETT 1331 Technical Programming (3)

(This is a WECM course number. Former course prefix/number ENGT 1473.)

Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Introduction to a high level programming language such as BASIC, PASCAL, or "C". Topics include structured programming and problem solving as they apply to technical applications. (2 Lec., 4 Lab.)

CETT 1403 DC Circuits (4)

(This is a WECM course number. Former course prefix/number ELET 1470.)

DC Circuits is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. (3 Lec., 3 Lab.)

CETT 1405 AC Circuits (4)

(This is a WECM course number. Former course prefix/number ELET 1471.)

Prerequisite: CETT 1403. AC Circuits is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (3 Lec., 3 Lab.)

CETT 1425 Digital Fundamentals (4)

(This is a WECM course number. Former course prefix/number ELET 1473, ENGT 2471, or SEMI 1470.)

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits. (3 Lec., 3 Lab.)

CETT 1429 Solid State Devices (4)

(This is a WECM course number. Former course prefix/number ELET 1472.)

Prerequisite: CETT 1403 and credit or concurrent enrollment in CETT 1405. Solid State Devices is a study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bias techniques, and thermal considerations of solid state devices. (3 Lec., 3 Lab./3 Lec., 2 Lab.)

CETT 1457 Linear Integrated Circuits (4)

(This is a WECM course number. Former course prefix/number ELET 2480, ENGT 2470, or SEMI 2470.)

Suggested Prerequisite: CETT 1429. A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. (3 Lec., 3 Lab.)

CETT 2337 Microcomputer Control (3)

(This is a WECM course number. Former course prefix/number ENGT 2475 or SEMI 2371.)

Prerequisite: CETT 1425. A study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. Introduction to programming. (2 Lec., 2 Lab.)

CHEM 1405 Introductory Chemistry I (4)

(Former course prefix/number CHM 115.)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1411 General Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 101.)

Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

CHEM 1412 General Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 102.)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Topics include states of matter, phase diagrams and intermolecular interactions; reaction kinetics, chemical equilibrium, modern acid-base theory, buffers, chemical thermodynamics, colligative properties of solutions, electrochemistry and nuclear chemistry. Topics may further include transition-metal chemistry, an introduction to organic chemistry and qualitative inorganic analysis. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

CHEM 2423 Organic Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 201.)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and begins the study of aliphatic and aromatic compounds, including nomenclature, structure and isomerism, stereochemistry, types of reactions, common mechanisms and syntheses. Lab includes synthesis, purification by distillation, extraction, recrystallization and chromatography, and identification by physical and chemical means and may include spectroscopic identification. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

CHEM 2425 Organic Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 202.)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, alcohols, amines and amides. Spectroscopy is included. Further topics may include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids, and carbohydrates. Laboratory includes spectroscopy and qualitative organic analysis, and further work in synthesis. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

CHIN 1311 Beginning Chinese (3)

(This is a common course number.)

This course is an introduction to Chinese speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study Chinese for more than one semester enroll in Chinese 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Chinese 1311 and wish to continue their studies of Chinese may register for Chinese 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

CHIN 1411 Beginning Chinese I (4)

(This is a common course number. Former course prefix/number CHI 101)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

CHIN 1412 Beginning Chinese II (4)

(This is a common course number. Former course prefix/number CHI 102)

Prerequisite: Chinese 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Chinese 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic expressions and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

CHIN 2311 Intermediate Chinese I (3)

(This is a common course number. Former course prefix/number CHI 201)

Prerequisite: Chinese 1412 or the equivalent. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

CHIN 2312 Intermediate Chinese II (3)

(This is a common course number. Former course prefix/number CHI 202)

Prerequisite: Chinese 2311 or the equivalent. This course is a continuation of Chinese 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

COSC 1300 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

COSC 1300 Computer Literacy (3)

(This is a common course number.)

The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1300 may not be applied towards a computer science major or minor. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 1101015107)

COSC 1401 Microcomputer Concepts and Applications (4)

(This is a common course number.)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015207)

COSC 1415 Introduction to Computer Science and Programming (4)

(This is a common course number.)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course focuses on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 1430 Programming I (4)

(This is a common course number.)

Prerequisite: Computer Science 1315 or Computer Science 1415 or equivalent. Introduction to computer programming in an emerging or alternative programming language. Fundamentals of structured design, development, testing, implementation, and documentation are emphasized. Topics include language syntax, control structures, and program execution logic. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 2415 Advanced Computer Science and Programming (4)

(This is a common course number.)

Prerequisite: Computer Science 1415 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1415 and is designed to meet the requirements for a degree in computer science or a related field. Topics include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

COSC 2425 Assembly Language (4)

(This is a common course number. Former course prefix/number CS 212/COSC 2325.)

Prerequisite: Computer Science 1315 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015407)

COSC 2430 Programming II (4)

(This is a common course number.)

Prerequisite: Computer Science 1430 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1430 and covers advanced features and programming techniques of the language under study. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

CREX 1309 Career Exploration/Planning (3)

(This is a WECM course number. Former course prefix/number HD 104/HDEV 1370.)

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

CUST 2370 Cultural Studies (3)

(This is a unique need course.)

Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)
(Coordinating Board Academic Approval Number 2401037212)

DANC 1112 Coaching and Repertoire (1)

(This is a common course number. Former course prefix/number DAN 252.)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015326)

DANC 1113 Improvisation (1)

(This is a common course number. Former course prefix/number DAN 253.)

Prerequisite: Dance 1248 or Dance 1342. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015326)

DANC 1141 Ballet Technique (1)

(This is a common course number.)

For the serious ballet dancer who wishes to take additional days of ballet dance appropriate for Ballet Level II, III, and IV. This course may be repeated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1151 Rehearsal and Performance I (1)

(This is a common course number. Former course prefix/number DAN 116.)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1152 Rehearsal and Performance II (1)

(This is a common course number. Former course prefix/number DAN 200.)

Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1247 Jazz I (2)

(This is a common course number. Former course prefix/number DAN 155.)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1248 Jazz II (2)

(This is a common course number. Former course prefix/number DAN 156.)

Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1341 Ballet I (3)

(This is a common course number. Former course prefix/number DAN 161.)

This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1342 Ballet II (3)

(This is a common course number. Former course prefix/number DAN 163.)

Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1345 Modern I (3)

(This is a common course number. Former course prefix/number DAN 165.)

This course explores basic modern techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1346 Modern II (3)

(This is a common course number. Former course prefix/number DAN 166.)

Prerequisite: Dance 1345. This course continues and further develops an exploration of Dance 1345. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2100 Tap I (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 157/DANC 1110.)

This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2101 Tap II (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 158/DANC 1111.)

Prerequisite: Dance 2100 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2100. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2103 Hip Hop I (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 167/DANC 1170/DANC 1131.)

This course explores basic hip hop techniques. Emphasis is on technique development and familiarity with contemporary meters and rhythms. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2104 Hip Hop II (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 168/DANC 1171/DANC 1132.)

Prerequisite: Dance 2103 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2103. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2247 Jazz III (2)

(This is a common course number. Former course prefix/number DAN 255.)

Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2248 Jazz IV (2)

(This is a common course number. Former course prefix/number DAN 256.)

Prerequisite: Dance 2247. This course is a further exploration of Dance 2247. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2303 Dance Appreciation (3)

(This is a common course number. Former course prefix/number DAN 160.)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015426)

DANC 2341 Ballet III (3)

(This is a common course number. Former course prefix/number DAN 258.)

Prerequisite: Dance 1342. The development of ballet techniques is continued. More complicated exercises at the barre and center floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2342 Ballet IV (3)

(This is a common course number. Former course prefix/number DAN 260.)

Prerequisite: Dance 2341. Individual proficiency, artistry and technical virtuosity are developed. This course may be repeated for credit. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DCLS 0100 College Learning Skills (1)

(Former course prefix/number CLS 100.)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. Students may enroll in up to three different sections of CLS during one semester. This course does not count as TASP remediation. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015212)

DCOM 0095 Communication Skills (3)

(Former course prefix/number DC 095.)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. This course should not be used for TASP remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085178)

DCOM 0120 Communication Skills (3)

(Former course prefix/number DC 120.)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085178)

DFTG 1309 Basic Computer-Aided Drafting (3)

(This is a WECM course number. Former course prefix/number INTD 1371/INT 171 or CADD 2380 or ENGT 1270.)

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating and scaling objects, adding text and dimensions, using layers, coordinating systems, as well as input and output devices. Manual drafting will also be included in the course. (2 Lec., 4 Lab. / 2 Lec, 3 Lab.)

DFTG 1391 Special Topics in Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 2388.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 1394 Special Topics in Electrical/Electronics Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 2381.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 1405 Technical Drafting (4)

(This is a WECM course number. Former course prefix/number CADD 1470 or ENGT 1372.)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. (2 Lec., 4 Lab. / 2 Lec., 6 Lab.)

DFTG 2312 Technical Illustration (3)

(This is a WECM course number. Former course prefix/number CADD 2372 or ENGT 1272.)

Prerequisite: DFTG 1309 or DFTG 1409. Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. (2 Lec., 4 Lab.)

DFTG 2340 Solid Modeling/Design (3)

(This is a WECM course number. Former course prefix/number CADD 2383 or ENGT 1274.)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 Lec., 4 Lab.)

DFTG 2344 Strength of Materials (3)

(This is a WECM course number. Former course prefix/number DFT 209 or ENGT 2272.)

The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units on stress, shear, bending moments, and simple beam design. (2 Lec., 4 Lab.)

DFTG 2350 Geometric Dimensioning and Tolerancing (3)

(This is a WECM course number. Former course prefix/number CADD 2387 or ENGT 2271.)

An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. (2 Lec., 4 Lab.)

DFTG 2374 Integrated Circuit Design (3)

(This is a local need course number. Former course prefix/number CADD 2377.)

Skill development in the design of integrated circuits using current computer hardware and software. Instruction in active devices combines electronic theory and laboratory exercises to enable students to design simple integrated circuits from schematic diagrams and design rules. (2 Lec., 4 Lab.)

DFTG 2375 Advanced Integrated Circuit Design (3)

(This is a local need course number. Former course prefix/number CADD 2378.)

Skill development in the design of complex integrated circuits. Projects in schematic diagrams will require students to use two sets of design rules. Topics address meeting industrial standards of current technologies. (2 Lec., 4 Lab.)

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 0060 Basic Mathematics I (1)

(Former course prefix/number DM 060.)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0061 Basic Mathematics II (1)

(Former course prefix/number DM 061.)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0062 Pre Business (1)

(Former course prefix/number DM 062.)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0063 Pre Algebra (1)

(Former course prefix/number DM 063.)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0090 Pre Algebra Mathematics (3)

(Former course prefix/number DM 090.)

Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0097 Algebra Fundamentals I (3)

(Former course prefix/number DM 097.)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0098 Algebra Fundamentals II (3)

(Former course prefix/number DM 098.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045119)

DMAT 0099 Algebra Fundamentals III (3)

(Former course prefix/number DM 099.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045219)

DRAM 1120 Rehearsal and Performance I (1)

(This is a common course number. Former course prefix/number THE 114.)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1121 Demonstration Lab (1)

(Former course prefix/number THE 199/DRAM 1170.)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1221 Rehearsal and Performance II (2)

(This is a common course number. Former course prefix/number THE 210.)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1310 Introduction to the Theatre (3)

(This is a common course number. Former course prefix/number THE 101.)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015126)

DRAM 1323 Theatre Workshop (3)

(This is a common course number. Former course prefix/number THE 236.)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1330 Stagecraft I (3)

(This is a common course number. Former course prefix/number THE 103.)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025126)

DRAM 1341 Make-Up for the Stage (3)

(This is a common course number. Former course prefix/number THE 105.)

The craft of make-up is explored. Both theory and practice are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5005025226)

DRAM 1351 Acting I (3)

(This is a common course number. Former course prefix/number THE 106.)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035126)

DRAM 1352 Acting II (3)

(This is a common course number. Former course prefix/number THE 107.)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035126)

DRAM 2324 Broadcasting Communications I (3)

(Former course prefix/number THE 211/DRAM 2375. The common course number is COMM 2324)

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0907015306)

DRAM 2325 Broadcasting Communications II (3)

(Former course prefix/number THE 212/DRAM 2376. The common course number is COMM 2325.)

Prerequisite: Drama 2324 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2324. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0907015306)

DRAM 2331 Stagecraft II (3)

(This is a common course number. Former course prefix/number THE 104.)

Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025126)

DRAM 2336 Voice and Articulation (3)

(This is a common course number. Former course prefix/number THE 109.)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 5005035226)

DRAM 2351 Scene Study I (3)

(This is a common course number. Common Course Number THE 205.)

Prerequisite: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035126)

DRAM 2352 Scene Study II (3)

(This is a common course number. Former course prefix/number THE 207.)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035126)

DRAM 2366 Development of the Motion Pictures (3)

(This is a common course number. Former course prefix/number THE 203.)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)

(Coordinating Board Academic Approval Number 5006025126)

DRAM 2374 Lighting Design (3)

(This is a unique need course. Former course prefix/number THE 209.)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005029126)

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)

(Former course prefix/number DR 090.)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085212)

DREA 0091 Developmental Reading (3)

(Former course prefix DR 091.)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085212)

DREA 0093 Developmental Reading (3)

(Former course prefix DR 093.)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085212)

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)

(Former course prefix/number DW 090.)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085312)

DWRI 0091 Developmental Writing (3)

(Former course prefix/number DW 091.)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085312)

DWRI 0093 Developmental Writing (3)

(Former course prefix/number DW 093.)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085312)

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

ECOL 1305 People and Their Environment (3)

(Former course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 0301025301)

ECON 1303 Economics of Contemporary Social Issues (3)

(This is a common course number. Former course prefix/number ECO 105.)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)
(Coordinating Board Academic Approval Number 1904025209)

ECON 2301 Principles of Economics I (3)

(This is a common course number. Former course prefix/number ECO 201.)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2302 Principles of Economics II (3)

(This is a common course number. Former course prefix/number ECO 202.)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203.)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015225)

EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EP 703/EP 702/EDUC 7271/EDUC 7371.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1165 Practicum (or Field Experience)-Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EP 712/EP 713/EDUC 7272/EDUC 7372.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1194 Special Topics in Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EP 245/EDUC 2170.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

EDTC 1294 Special Topics in Teacher Assistant/Aide (2)

(This is a WECM course number. Former course prefix/number EP 246/EDUC 2270.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

EDTC 1301 Instructional Practices: Educational Processes (3)

(This is a WECM course number. Former course prefix/number EP 131/EDUC 1371.)

A study of the role and responsibility of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various code of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. (3 Lec.)

EDTC 1307 Teaching Reading in the Elementary School (3)

(This is a WECM course number. Former course prefix/number EP 129/EDUC 1370.)

Fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading. (3 Lec.)

EDTC 1321 Bilingual Education (3)

(This is a WECM course number. Former course prefix/number EP 143/EDUC 1377.)

A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (3 Lec.)

EDTC 1325 Principles and Practices of Multicultural Education (3)

(This is a WECM course number. Former course prefix/number EP 136/EDUC 1375.)

Examination of cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups. (3 Lec.)

EDTC 1341 Computer Instruction for Educators (3)

(This is a WECM course number. Former course prefix/number EP 210/EDUC 2370.)

A course in specialized computer utilization for educators. Topics include the integration of educational computer terminology, systems operations, software, and multimedia in the contemporary classroom environment. (2 Lec., 2 Lab.)

EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EP 704/EDUC 7471.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1365 Practicum (or Field Experience)-Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EP 714/EDUC 7472.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1391 Special Topics in English Teacher Education (3)

(This is a WECM course number. Former course prefix/number EP 241/EDUC 2371.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EDTC 1394 Special Topics in Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EP 247/EDUC 2372.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EDUC 1301 Introduction to Education (3)

(This is a common course number.)

A study of the role and responsibilities of teachers and school organizations, including an enriched integrated pre-service course and content experience that: 1) provides active recruitment and support of undergraduates interested in a teaching career; 2) provides students with opportunities to participate in early field experiences; 3) provides students with support from college and school faculty in small cohort groups, introducing and analyzing the culture of schooling and classrooms. (3 Lec.)

(Coordinating Board Academic Approval Number 1301015109)

EDUC 1325 Principles and Practices of Multicultural Education (3)

(This is a common course number.)

An examination of cultural diversity found in society and reflected in the classroom. Topics will include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. (3 Lec.)

(Coordinating Board Academic Approval Number 1301015109)

EDUC 2301 Introduction to Special Education (3)

(This is a common course number.)

An introduction to special education including characteristics, problems, and needs of the exceptional learner. Public and private services available to the handicapped citizen. Field trips may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 1310015109)

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1111 Creative Writing (1)

(This is a common course number. Former course prefix/number ENG 111.)

This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)

(Coordinating Board Academic Approval Number 2305015112)

ENGL 1301 Composition I (3)

(This is a common course number. Former course prefix/number ENG 101.)

Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met TASP or Alternative Assessment Reading and Writing Standards. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015112)

ENGL 1302 Composition II (3)

(This is a common course number. Former course prefix/number ENG 102.)

Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015112)

ENGL 2307 Creative Writing (3)

(This is a common course number. Former course prefix/number ENG 209.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015112)

ENGL 2308 Creative Writing (3)

(This is a common course number. Former course prefix/number ENG 211.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015112)

ENGL 2311 Technical Writing (3)

(This is a common course number. Former course prefix/number ENG 210.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015112)

English In The Sophomore Year

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2321 British Literature (3)

(This is a common course number. Former course prefix/number ENG 212.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015112)

ENGL 2322 British Literature (3)

(This is a common course number. Former course prefix/number ENG 201.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015112)

ENGL 2323 British Literature (3)

(This is a common course number. Former course prefix/number ENG 202.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015112)

ENGL 2326 American Literature (3)

(This is a common course number. Former course prefix/number ENG 213.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015112)

ENGL 2327 American Literature (3)

(This is a common course number. Former course prefix/number ENG 205.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015112)

ENGL 2328 American Literature (3)

(This is a common course number. Former course prefix/number ENG 206.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015112)

ENGL 2331 World Literature (3)

(This is a common course number. Former course prefix/number ENG 214.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015212)

ENGL 2332 World Literature (3)

(This is a common course number. Former course prefix/number ENG 203.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015212)

ENGL 2333 World Literature (3)

(This is a common course number. Former course prefix/number ENG 204.)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015212)

ENGL 2342 Studies in Literature (3)

(Former course prefix/number ENG 215/ENGL 2370)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015112)

ENGL 2343 Studies in Literature (3)

(Former course prefix/number ENG 216/ENGL 2371)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015112)

ENGR 1304 Engineering Design Graphics (3)

(This is a common course number. Former course prefix/number EGR 105.)

Prerequisite: Engineering 1201 or Mathematics 1316 or demonstrated competence approved by the instructor. Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015102)

ENGR 2105 Electrical Engineering Laboratory (1)

(This is a common course number. Former course prefix/number EGR 206.)

Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. (3 Lab.)

(Coordinating Board Academic Approval Number 1410015110)

ENGR 2301 Engineering Mechanics I (3)

(This is a common course number. Former course prefix/number EGR 107.)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015210)

ENGR 2302 Engineering Mechanics II (3)

(This is a common course number. Former course prefix/number EGR 201.)

Prerequisite: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015310)

ENGR 2305 Electrical Systems Analysis (3)

(This is a common course number. Former course prefix/number EGR 204.)

Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015110)

ENTC 1191 Special Topics in Engineering**Technology/Technician, General (1)**

(This is a WECM course number. Former course prefix/number ENGT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

ENTC 1291 Special Topics in Engineering**Technology/Technician, General (2)**

(This is a WECM course number. Former course prefix/number ENGT 2273.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

ENTC 1301 Robotics I (3)

(This is a WECM course number. Former course prefix/number ENGT 2370.)

Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. An introduction to Robots/Automation. Topics include history, terminology, classification of robots, basic components, control systems, AC and hydraulic servomechanisms, programming, sensors, types of drive, end-of-arm tooling, end effectors, safety and design procedures. (2 Lec., 3 Lab.)

ENTC 1380 Cooperative Education - Engineering Technology/Technician, General (3)

(This is a WECM course number. Former course prefix/number SEMI 7371.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ENTC 1391 Special Topics in Engineering**Technology/Technician, General (3)**

(This is a WECM course number. Former course prefix/number ENGT 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 2 Lab.)

ENTC 1491 Special Topics in Engineering**Technology/Technician, General (4)**

(This is a WECM course number. Former course prefix/number ENGT 2476.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

ENTC 2301 Robotics II (3)

(This is a WECM course number. Former course prefix/number ENGT 2371.)

Suggested Prerequisite: ENTC 1301. The study of industrial robots, programming languages, and software integrated to develop work cells and complete robotic systems. Topics include automation basics, interfacing, safety, and design procedures. (2 Lec., 3 Lab.)

ENTC 2380 Cooperative Education - Engineering Technology/Technician, General (3)

(This is a WECM course number. Former course prefix/number ENGT 7371 or ENGT 7471 or SEMI 7372.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ENTC 2435 Computer Integrated Manufacturing (4)

(This is a WECM course number. Former course prefix/number ENGT 2473.)

Prerequisite: ENTC 2301. Concepts of CIM are introduced. Emphasis on using computers to automate a total manufacturing system. Hands-on experiences integrating CAD/CAM, robotics, fluid power, CNC machines, vision systems, recognition equipment, PLCs and conveyor systems. (3 Lec., 3 Lab.)

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening/Speaking)

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)

Estos cursos estan disenados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

ESOL 0061 - ESOL 0064 (Gramatica)

Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ESOL 0031 ESL Listening/Speaking (3)

(Former course prefix/number ESL 031.)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0032 ESL Listening/Speaking (3)

(Former course prefix/number ESL 032.)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0033 ESL Speaking (3)

(Former course prefix/number ESL 033.)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0034 ESL Academic Speaking (3)

(Former course prefix/number ESL 034.)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0041 ESL Reading (3)

(Former course prefix/number ESL 041.)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0042 ESL Reading (3)

(Former course prefix/number ESL 042.)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0043 ESL Reading (3)

(Former course prefix/number ESL 043.)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0044 ESL Reading (3)

(Former course prefix/number ESL 044.)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)

(Former course prefix/number ESL 045.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085478)

ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051.)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052.)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053.)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054.)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0055 ESL Writing (1)

(Former course prefix/number ESL 055.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085478)

ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061.)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062.)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063.)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064.)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

FMKT 1401 Floral Design (4)

(This is a WECM course number. Former course prefix/number HORT 1471.)

Principles of floral art with an emphasis in commercial design. Topics include basic design styles and color harmonies; identification, use, and the care and processing of cut flowers and foliage; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care. (2 Lec., 6 Lab.)

FMKT 2331 Advanced Floral Design (3)

(This is a WECM course number. Former course prefix/number HORT 2373.)

Suggested Prerequisite: FMKT 1401, or approval from instructor. An in-depth coverage of advanced floral design practices for the retail floral industry. Topics include contemporary floral arrangement styles and trends. (2 Lec., 3 Lab.)

FMKT 2335 Flower Shop Management (3)

(This is a WECM course number. Former course prefix/number HORT 2376.)

Prerequisite: FMKT 1401 or approval from instructor. Modern principles and practices used in management and operations of retail florist shops. Topics include structure of the industry, shop location, organization, marketing methods and management practices. (2 Lec., 3 Lab.)

FREN 1311 Beginning French (3)

(This is a common course number.)

This course is an introduction to French speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study French for more than one semester enroll in French 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete French 1311 and wish to continue their studies of French may register for French 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

FREN 1411 Beginning French (4)

(This is a common course number. Former course prefix/number FR 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

FREN 1412 Beginning French (4)

(This is a common course number. Former course prefix/number FR 102.)

Prerequisite: French 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in French 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

FREN 2303 Introduction to French Literature (3)

(This is a common course number. Former course prefix/number FR 203.)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015313)

FREN 2304 Introduction to French Literature (3)

(This is a common course number. Former course prefix/number FR 204.)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015313)

FREN 2306 French Conversation (3)

(This is a common course number. Former course prefix/number FR 207.)

Prerequisite: French 1411 and French 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore French life and society. This course is intended to complement French 2311. This course may be repeated for credit. Topics vary from semester to semester. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015413)

FREN 2311 Intermediate French (3)

(This is a common course number. Former course prefix/number FR 201.)

Prerequisite: French 1412 or the equivalent. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015213)

FREN 2312 Intermediate French (3)

(This is a common course number. Former course prefix/number FR 202.)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015213)

GEOG 1301 Physical Geography (3)

(This is a common course number. Former course prefix/number GPY 101.)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015125)

GEOG 1303 World Regional Geography (3)

(This is a common course number. Former course prefix/number GPY 104.)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015325)

GEOL 1403 Physical Geology (4)

(This is a common course number. Former course prefix/number GEO 101.)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

GEOL 1404 Historical Geology (4)

(This is a common course number. Former course prefix/number GEO 102.)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

GERM 1311 Beginning German (3)

(This is a common course number.)

This course is an introduction to German speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study German for more than one semester enroll in German 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete German 1311 and wish to continue their studies of German may register for German 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

GERM 1411 Beginning German (4)

(This is a common course number. Former course prefix/number GER 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present the essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

GERM 1412 Beginning German (4)

(This is a common course number. Former course prefix/number GER 102.)

Prerequisite: German 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in German 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and complicated syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

GERM 2311 Intermediate German (3)

(This is a common course number. Former course prefix/number GER 201.)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015213)

GERM 2312 Intermediate German (3)

(This is a common course number. Former course prefix/number GER 202.)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015213)

GOVT 2301 American Government (3)

(This is a common course number. Former course prefix/number GVT 201.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025125)

GOVT 2302 American Government (3)

(This is a common course number. Former course prefix/number GVT 202.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025125)

GOVT 2371 Introduction to Comparative Politics (3)

(This is a unique need course. Former course prefix/number GVT 211.)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number 4509017125)

HALT 1205 Horticulture Soils (2)

(This is a WECM course number.)

A study of the physical and properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants. (1 Lec., 3 Lab.)

HALT 1209 Interior Plants (2)

(This is a WECM course number. Former course /prefix/number HORT 1272.)

Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. (1 Lec., 3 Lab.)

HALT 1211 Shrubs, Vines, and Groundcovers (2)

(This is a WECM course number. Former course prefix/number HORT 1271.)

In-depth coverage of the shrubs, vines, and groundcovers used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape. (1 Lec., 3 Lab.)

HALT 1213 Economic Entomology (2)

(This is a WECM course number.)

An overview of insects and related organisms with an emphasis on destructive, predaceous, parasitic and beneficial species. Topics include insect taxonomy, anatomy, morphology and physiology and the application of proper biological and chemical control measures. (1 Lec., 3 Lab.)

HALT 1217 Trees (2)

(This is a WECM course number. Former course prefix/number HORT 1270.)

A study of the trees used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and trees in the landscape. (1 Lec., 3 Lab.)

HALT 1224 Turfgrass Science and Management (2)

(This is a WECM course number.)

In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy and physiological responses. (1 Lec., 3 Lab.)

HALT 1244 Propagation of Woody Ornamentals (2)

(This is a WECM course number. Former course prefix/number HORT 2270.)

Prerequisite: Approval from professor. Instruction in the principles of sexual and asexual propagation of woody ornamentals. Topics include propagation by seed, cutting, budding, layering and grafting. Topics also include management, production and scheduling. (1 Lec., 3 Lab.)

HALT 1253 Landscape Computer Design (2)

(This is a WECM course number. Former course prefix/number HORT 1273.)

A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software. (1 Lec., 3 Lab.)

HALT 1303 Herbaceous Plants (3)

(This is a WECM course number. Former course prefix/number HORT 1370.)

An in-depth study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry. (2 Lec., 3 Lab.)

HALT 1315 Fundamentals of Landscape**Planning (3)**

(This is a WECM course number. Former course prefix/number HORT 1372.)

Exploration of the concepts and practices used in preparing landscape plans. Projects in constructing and improving landscapes through survey, perspective, contour and construction drawings. (1 Lec., 6 Lab.)

HALT 1319 Landscape Construction (3)

(This is a WECM course number.)

Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details. (2 Lec., 3 Lab.)

HALT 1320 Horticulture Calculations (3)

(This is a WECM course number.)

Skill development in and reinforcement of the formulas and calculations commonly used in the horticulture industry. Emphasis on business calculations and problem-solving skills. (3 Lec.)

HALT 1351 Landscape Business Operations (3)

(This is a WECM course number. Former course prefix/number HORT 2371.)

Prerequisite: Approval from professor. Instruction in the structure of the landscape business including cost estimation; organization; equipment needs; interpretation of financial reports; and material, labor and equipment management. Emphasis on the types of landscape operations, marketing, legal forms, construction law and safety. (2 Lec., 3 Lab.)

HALT 1391 Special Topics in Horticulture Services Operations and Management, General (3)

(This is a WECM course number.)

Prerequisite: Approval from professor. Topics address recently identified current events, skills, knowledge's and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 5 Lab.)

HALT 1401 Principles of Horticulture (4)

(This is a WECM course number. Former course prefix/number HORT 1470.)

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. (3 Lec., 3 Lab.)

HALT 1422 Landscape Design (4)

(This is a WECM course number. Former course prefix/number HORT 2471.)

Prerequisite: Approval from professor. A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills and plan preparation. (2 Lec., 6 Lab.)

HALT 2201 Arboriculture (2)

(This is a WECM course number.)

Fundamentals of woody plant physiology and growth including techniques and procedures utilized in making sound tree care decisions related to growth and pest and disease control. Topics include design principles of planning and maintenance for city streets, parks and commercial and residential properties. (1 Lec., 3 Lab.)

HALT 2320 Nursery Production and Management (3)

(This is a WECM course number. Former course prefix/number HORT 2370.)

Prerequisite: Approval from professor. An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing and management practices. (2 Lec., 3 Lab.)

HALT 2331 Advanced Landscape Design (3)

(This is a WECM course number. Former course prefix/number HORT 2375.)

Prerequisite: Approval from professor. In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts. (2 Lec., 3 Lab.)

HALT 2341 Interiorscaping (3)

(This is a WECM course number. Former course prefix/number HORT 2374.)

Prerequisite: Approval from professor. Instruction in the selection, propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Topics include the principles of interiorscaping and the care of plants in indoor environments. (2 Lec., 3 Lab.)

HALT 2380 Cooperative Education-Horticulture**Services Operations and Management, General (3)**

(This is a WECM course number. Former course prefix/number HORT 7371 and HORT 7372.)

Prerequisite: Approval from professor. Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

HALT 2402 Greenhouse Crop Production (4)

(This is a WECM course number. Former course prefix/number HORT 2470.)

Prerequisite: Approval from professor. In-depth coverage of the production of crops within the controlled environment of greenhouses. Topics include growing techniques, environment control, crop rotation, scheduling, preparation for sale and marketing. (2 Lec., 6 Lab.)

HDEV 0092 Student Success (3)

(Former course prefix/number HD 092.)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995178)

HDEV 0100 Educational Alternatives (1)

(Former course prefix/number HD 100.)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995178)

HDEV 1372 Cognitive Processes: The Master Student Course (3)

(This is a unique need course. Former course prefix/number HD 108.)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 4203019125.)

HDEV 2315 Principles and Processes of Personal and Social Adjustment (3)

(Former course prefix/number HD 112. Common course number is PSYC 2315.)

Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015625)

HIST 1301 History of the United States (3)

(This is a common course number. Former course prefix/number HST 101.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025125)

HIST 1302 History of the United States (3)

(This is a common course number. Former course prefix/number HST 102.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025125)

HIST 2311 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 105.)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015425)

HIST 2312 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 106.)

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015425)

HIST 2321 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 103.)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015325)

HIST 2322 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 104.)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015325)

HIST 2372 Advanced Historical Studies (3)

(This is a unique need course. Former course prefix/number HST 205.)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508019625)

HIST 2380 The Heritage of Mexico (3)

(This is a common course number. Former course prefix/number HST 110.)

This course is cross-listed as Anthropology 2380. This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

HIST 2381 African-American History (3)

(This is a common course number. Former course prefix/number HST 120.)

The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

HRPO 2301 Human Resources Management (3)

(This is a WECM course number. Former course prefix/number MGMT 2374.)

Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)

(This is a WECM course number. Former course prefix/number MGMT 2373.)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

HUMA 1301 Introduction to the Humanities (3)

(This is a common course number. Former course prefix/number HUM 101.)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035112)

HYDR 1445 Hydraulics and Pneumatics (4)

(This is a WECM course number. Former course prefix/number ELET 2472, ENGT 1471, or ENTC 1445.)

Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis. (3 Lec., 3 Lab.)

IBUS 1191 Special Topics in International Business (1)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (1 Lec.)

IBUS 1291 Special Topics in International Business (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (2 Lec.)

IBUS 1301 Principles of Imports Exports I (3)

(This is a WECM course number. Former course prefix/number IBTR 2372.)

Prerequisite: IBUS 1305. A study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures. Other topics include international carriers, logistics, insurance, payments including letters of credit, requests for quotation, and other trade terminology. This course may be repeated for credit. (3 Lec.)

IBUS 1302 Principles of Imports Exports II (3)

(This is a WECM course number.)

Prerequisite: IBUS 1301 and IBUS 1305. The practices and processes of import management operations, including government controls. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. The student will process appropriate import documentation and utilize selected regulations of daily operations. This course may be repeated for credit. (3 Lec.)

IBUS 1305 Introduction to International Business and Trade (3)

(This is a WECM course number. Former course prefix/number IBTR 2370.)

The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. This course may be repeated for credit. (3 Lec.)

IBUS 1341 International Purchasing (3)

(This is a WECM course number. Former course prefix/number IBTR 2374.)

Suggested Prerequisite: IBUS 1305. The skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing internationally, global sourcing, and purchasing processes, including issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. This course may be repeated for credit. (3 Lec.)

IBUS 1349 International Information Systems (3)

(This is a WECM course number. Former course prefix/number IBTR 2373.)

Prerequisite: IBUS 1305, Introduction to International Business and Trade, COSC 1401, Microcomputer Concepts and Applications, or higher, ITSC 1401, Introduction to Computers, or higher, or POFI 1345, Integrated Software Applications. A course in managing information systems and technology for multinational corporations. Skill development in the use of appropriate software and the National Trade Data Base. Topics include the role of global strategic information systems as applied to problem solving and current transportation and customs software, such as the Automated Broker Interface. This course may be repeated for credit. (3 Lec.)

IBUS 1351 Coordination in Multinational Industries (3)

(This is a WECM course number.)

Prerequisite: IBUS 1305. Introduction to the essential relationship between domestic and foreign industries engaged in shared production. Topics include economic development through international co-production agreements with governments, technology transfer, labor, legal and financial management factors, and practical applications for such agreements, such as those for Mexican maquiladora operations. This course may be repeated for credit. (3 Lec.)

IBUS 1354 International Marketing Management (3)

(This is a WECM course number. Former course prefix/number IBTR 2371.)

Prerequisite: IBUS 1305 and MRKG 1311. Analysis of international marketing strategies using trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan based on the student's research of a firm's direct and indirect global environment. Opportunities for international trade are identified. This course may be repeated for credit. (3 Lec.)

IBUS 1391 Special Topics in International Business (3)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as new software packages, regulation updates, or market research information. (3 Lec.)

IBUS 2331 International Human Resource Management (3)

(This is a WECM course number. Former course prefix/number IBTR 2381.)

Prerequisite: IBUS 1305, IBUS 2341, and HRPO 2301. A study of the effects of the process of internationalization on human resource management including the requirements of local or host-country nationals, expatriates, or parent-country nationals, and third-country nationals. Emphasis on Asia-Pacific, Europe, Latin America, and emerging economies. A staffing plan for an international environment including processes from recruitment to evaluation and labor regulations is prepared. This course may be repeated for credit. (3 Lec.)

IBUS 2335 International Business Law (3)

(This is a WECM course number. Former course prefix/number IBTR 2379.)

Prerequisite: IBUS 1305 and BUSI 2301. A course in law as it applies to international business transactions in the global political-legal environment. Study of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics include agency agreements, international contracts and administration, regulation of exports and imports, technology transfers, regional transactions, intellectual property, product liability, and legal organization. This course may be repeated for credit. (3 Lec.)

IBUS 2339 International Banking and Finance (3)

(This is a WECM course number. Former course prefix/number IBTR 2378.)

Suggested Prerequisites: IBUS 1305 and ECON 2301. A course in international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Topics include export-import payments and financing, the preparation of letters of credit, related shipping documentation, and electronic transfers. An introduction to multinational financial decisions, such as financing foreign investment or working capital is provided. This course may be repeated for credit. (3 Lec.)

IBUS 2341 International Comparative Management (3)

(This is a WECM course number. Former course prefix/number IBTR 2377.)

Prerequisite: IBUS 1305, Introduction to International Business and Trade, BMGT 1303, Principles of Management, or HRPO 2307, Organizational Behavior. A study of cross-cultural comparisons of management and communications processes. Emphasis on cultural and geographic distinctions and antecedents that affect individual, group and organizational behavior. Topics include sociocultural, demographic, economic, technological, and political-legal environments of cluster countries and their relationship to organizational communication and decision making in the international or multicultural environment. This course may be repeated for credit. (3 Lec.)

IBUS 2345 Import Customs Regulations (3)

(This is a WECM course number. Former course prefix/number IBTR 2375.)

Prerequisite: IBUS 1301, IBUS 1302 and IBUS-1305. A study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations. The student will take sample examinations in preparation for the United States Customs Brokers examination and solve complex problems involving customs regulations and processes. This course may be repeated for credit. (3 Lec.)

IBUS 2366 Practicum-International Business (3)

(This is a WECM course number. Former course prefix/number IBTR 7471.)

Prerequisite: Nine credit hours in International Business and Trade. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

IMED 1191 Special Topics in Educational/Institutional Media Technology/Technician (1)

(This is a WECM course number. Former course prefix/number MULT 1170.)

Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec.)

IMED 1291 Special Topics in Educational/Institutional Media Technology/Technician (2)

(This is a WECM course number. Former course prefix/number MULT 2270.)

Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec., 2 Lab.)

IMED 1301 Introduction to Multimedia (3)

(This is a WECM course number. Former course prefix/number MULT 1370 or RFTV 1373.)

Prerequisite: ITSC 1401 or demonstrated competence with approval of instructor. A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Course emphasis is on conceptualizing and producing effective multimedia presentations. (2 Lec., 4 Lab.)

IMED 1305 Multimedia Authoring I (3)

(This is a WECM course number. Former course prefix/number MULT 1373 or RFTV 2377.)

Prerequisite: IMED 1301 and PHTC 1349. Instruction in multimedia development with an icon based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software. (2 Lec., 4 Lab. / 2 Lec., 3 Lab.)

IMED 1316 Web Page Design I (3)

(This is a WECM course number. Former course prefix/number MULT 1377 or VCOM 1378.)

Prerequisite: IMED 1301 and PHTC 1349. Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. (2 Lec., 4 Lab.)

IMED 1341 2-D Interface Design (3)

(This is a WECM course number.)

Prerequisite: IMED 1301. Skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography. (2 Lec., 4 Lab.)

IMED 1345 Interactive Multimedia I (3)

(This is a WECM course number. Former course prefix/number MULT 1382 or VCOM 2379.)

Prerequisite: IMED 1301 and PHTC 1349. Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. (2 Lec., 4 Lab.)

IMED 1351 Digital Video (3)

(This is a WECM course number. Former course prefix/number MULT 1371.)

Prerequisite: IMED 1301. Skill development in producing and editing video and sound for multimedia productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation. (2 Lec., 4 Lab.)

IMED 1391 Special Topics in Educational/Institutional Media Technology/Technician (3)

(This is a WECM course number. Former course prefix/number MULT 1381 and MULT 2375.)

Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (2 Lec., 4 Lab.)

IMED 2305 Multimedia Authoring II (3)

(This is a WECM course number. Former course prefix/number MULT 1374.)

Prerequisite: IMED 1305. In-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products. (2 Lec., 4 Lab.)

IMED 2311 Portfolio Development (3)

(This is a WECM course number. Former course prefix/number MULT 1380 or RFTV 2378 or VCOM 2377.)

Prerequisite: IMED 2313 or IMED 1305. Emphasis on preparation and enhancement of portfolio to meet professional standards. Topics also include professional organizations, presentation skills, and job-seeking techniques. Departmental approval required for enrollment. (2 Lec., 4 Lab.)

IMED 2313 Project Analysis and Design (3)

(This is a WECM course number. Former course prefix/number MULT 1379.)

Prerequisite: Completion of two semesters of multimedia coursework. Introduction to the multimedia planning process including costing, preparation, production legal issues, and guidelines for pre-production preparation. Creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is placed on content design and production management. This is the capstone class for the Level I multimedia certificates. (2 Lec., 4 Lab.)

IMED 2315 Web Page Design II (3)

(This is a WECM course number. Former course prefix/number MULT 1378 or VCOM 2370.)

Prerequisite: IMED 1316. A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis is on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (2 Lec., 4 Lab.)

IMED 2345 Interactive Multimedia II (3)

(This is a WECM course number. Former course prefix/number MULT 2370 or VCOM 2383.)

Prerequisite: IMED 1345. Instruction in the use of scripting language to create time-based interactive multimedia projects. Topics include building a user interface, writing script, using commands and functions, testing, and debugging. (2 Lec., 4 Lab.)

IMED 2349 Internet Communications (3)

(This is a WECM course number. Former course prefix/number MULT 2372.)

Prerequisite: IMED 2315. Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing, security, production, and marketing. Topics include developments in the field of Internet communications. (2 Lec., 4 Lab.)

IMED 2351 Multimedia Programming (3)

(This is a WECM course number. Former course prefix/number MULT 2373.)

Prerequisite: IMED 2305 and IMED 2345. Advanced topics in multimedia programming including the use of custom scripts for data tracking. Emphasis is on developing multimedia programs customized to the client's needs. (2 Lec., 4 Lab.)

IMED 2388 Internship-Educational/Instructional Media Technology/Technician (3)

(This is a WECM course number. Former course prefix/number MULT 7371.)

Prerequisite: Completion of the Level I Multimedia Certificate. An experience external to the college for an advanced student in the field of interactive media. The internship involves a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

IMED 2409 Internet Commerce (4)

(This is a WECM course number.)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content. (3 Lec., 3 Lab.)

IMED 2415 Web Page Design II (4)

(This is a WECM course number.)

A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (3 Lec., 3 Lab)

INMT 1343 CAD-CAM (3)

(This is a WECM course number. Former course prefix/number ENGT 2270.)

Computer-Assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using CAD-CAM software and related input and output devices to translate into machine code. (2 Lec., 4 Lab.)

INMT 1447 Industrial Automation (4)

(This is a WECM course number. Former course prefix/number SEMI 1471.)

Prerequisite: CETT 1405. A study of the applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated systems. (3 Lec., 3 Lab.)

INTC 1307 Electronic Test Equipment (3)

(This is a WECM course number. Former course prefix/number ELET 1370 or ENGT 1472.)

Prerequisite: Suggested Prerequisite: Credit or concurrent enrollment in CETT 1405. A study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques. (2 Lec., 3 Lab.)

ITAL 1411 Beginning Italian I (4)

(This is a common course number.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025113)

ITAL 1412 Beginning Italian II (4)

(This is a common course number.)

Prerequisite: Italian 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Italian 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025113)

ITAL 2311 Intermediate Italian I (3)

(This is a common course number.)

Prerequisite: Italian 1411 and 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609025213)

ITAL 2312 Intermediate Italian II (3)

(This is a common course number.)

Prerequisite: Italian 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Italian 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1609025213)

ITCC 1402 Local Area Networks Design and Protocols: Cisco 1 (4)

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1313.)

Prerequisite: Advanced level of understanding of personal computers and operating systems approved by designated Information Technology personnel. Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting. (3 Lec., 4 Lab.)

ITCC 1406 Basic Router Configuration: Cisco 2 (4)

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1317.)

Prerequisite: ITCC 1402 or ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (3 Lec., 4 Lab.)

ITCC 1442 Local Area Management (LAN):**Cisco 3 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1340.)

Prerequisite: ITCC 1406 or ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (3 Lec., 4 Lab.)

ITCC 1446 Wide Area Management (WAN):**Cisco 4 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484 and ITNW 1344.)

Prerequisite: ITCC 1442 or ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (3 Lec., 4 Lab.)

ITCC 2407 Fundamentals of UNIX (4)

(This is a WECM course number.)

This course provides the student with the fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use. Licensing/Certification Agency: Cisco Corporation. (3 Lec., 4 Lab.)

ITCC 2432 Advanced Routing Configuration:**Cisco 5 (4)**

(This is a WECM course number. Former course prefix/number ITNW 1492.)

Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344). A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols. (3 Lec., 4 Lab.)

ITCC 2436 Building Remote Access Networks:**Cisco 6 (4)**

(This is a WECM course number.)

Prerequisite: ITCC 2432. Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. (3 Lec., 4 Lab.)

ITCC 2440 Configuring LAN Switches: Cisco 7 (4)

(This is a WECM course number.)

Prerequisite: ITCC 2436. An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting. (3 Lec., 4 Lab.)

ITCC 2444 Internetwork Troubleshooting:**Cisco 8 (4)**

(This is a WECM course number.)

Prerequisite: ITCC 2440. A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems with TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections. (3 Lec., 4 Lab.)

ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) (4)

(This is a WECM course number.)

An introduction to Microsoft Windows 2000 and to the networking technologies that it supports. (3 Lec., 4 Lab.)

ITMC 1403 Querying Microsoft SQL Server 2000 with Transact - SQL (4)

(This is a WECM course number.)

A course to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITMC 1419 Installing and Administering Windows 2000 (4)

(This is a WECM course number.)

An introduction to Microsoft Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. (3 Lec., 4 Lab.)

ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on standalone computers and on client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and servers. (3 Lec., 4 Lab.)

ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) (4)

(This is a WECM course number.)

Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. (3 Lec., 4 Lab.)

ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. (3 Lec., 4 Lab.)

ITMC 1458 Supporting Microsoft Windows 2000 (4)

(This is a WECM course number.)

Skill development for customizing, configuring, supporting, and troubleshooting Windows 2000. (3 Lec., 4 Lab.)

ITMC 2403 Administering a Microsoft SQL Server 2000 Database (4)

(This is a WECM course number.)

A course to provide students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server databases. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITMC 2430 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560) (4)

(This is a WECM course number.)

Provides Microsoft Windows NT 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows 2000 networks. (3 Lec., 4 Lab.)

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) (4)

(This is a WECM course number.)

Provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. (3 Lec., 4 Lab.)

ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562) (4)

(This is a WECM course number.)

Provides senior support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. (3 Lec., 4 Lab.)

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. (3 Lec., 4 Lab.)

ITMC 2434 Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved. (3 Lec., 4 Lab.)

ITMC 2435 Analyzing and Tuning Microsoft Windows 2000 and Microsoft BackOffice Server 4.5 Performance (MS 1535) (4)

(This is a WECM course number.)

Provides students with the knowledge and necessary skills to monitor, analyze, and optimize the performance of a computer running Microsoft Windows 2000 and the Microsoft BackOffice Server 4.5 family. (3 Lec., 4 Lab.)

ITMC 2437 Programming a Microsoft SQL Server 2000 Database (4)

(This is a WECM course number.)

A course to provide students with the knowledge and skills necessary to program and implement a database solution by using SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITNW 1274 Managing Web Site Development Projects (2)

(This is a local need course number. Former course prefix/number WEBT 1281.)

Prerequisite: Basic computer literacy, or demonstrated competence approved by program director. This course provides an introduction to the complexities of managing interactive projects. Students will learn cost specification, budgeting, schedule construction, negotiation, team-building, time management and status reporting skills. Legal issues like intellectual property rights, contract agreements, ethics and confidentiality will be described. (2 Lec.)

ITNW 1280 Cooperative Education - Business**Systems Networking and Telecommunications (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITNW 1291 Portfolio Development - Internet Publishing and E-Commerce Technologies (2)

(This is a WECM course number. Former course prefix/number WEBT 1283.)

Prerequisite: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. Advanced directed study with development of a media rich, Internet project for corporate or in-house client. Additional topics will include an overview of professional practices required of the work place like networking, presentation skills and job-seeking techniques. (1 Lec., 2 Lab.)

ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITNW 1321 Introduction to Networking (3)

(This is a WECM course number. Former course prefix/number CISC 1372.)

Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 Lec., 2 Lab.)

ITNW 1343 Network Technologies (Novell 565) (3)

(This is a WECM course number. Former course prefix/number CISC 1380.)

Prerequisite: ITNW 1321 or instructor approval. An introduction to networking technologies. Topics include basic computer networking terminology and concepts, contemporary network services, transmission media, protocols, the OSI reference model, networking hardware and software, routing, bridging, switching, IP addressing and subnetting. (3 Lec.)

ITNW 1344 Wide Area Management (WAN):**Cisco 4 (3)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Prerequisite: ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (2 Lec., 4 Lab.)

ITNW 1375 Content Management for Interactive Publishing (3)

(This is a local need course number. Former course prefix/number WEBT 1274.)

Prerequisite: Basic computer literacy or demonstrated competence approved by program director. This course explores specialized writing and content management requirements of electronic publishing for corporate Web sites. Emphasis is placed on creating original content in various styles, modifying acquired content from external sources, and designing interactive, nonlinear content appropriate for the intended target audience. Managing customer complaints, negative publicity and using suggestion and feedback from customers to enhance site content will also be covered. (3 Lec.)

ITNW 1380 Cooperative Education - Business**Systems Networking and Telecommunications (3)**

(This is a WECM course number. Former course prefix/number CISC 7471)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITNW 1381 Cooperative Education-Internet Publishing and E-Commerce Technologies (3)

(This is a WECM course number. Former course prefix/number WEBT 7371.)

Prerequisite: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Students will work either in an off-campus cooperative work arrangement or on a campus production team to create a Web based interactive project. This cooperative education offers college credit for practical work experience related to career goals. (1 Lec., 14 Ext.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1420 NetWare 5 Administration (4)

(This is a WECM course number. Former course prefix/number CISC 2460.)

Prerequisite: ITNW 1321 or instructor approval. An introduction to NetWare 5 Administration. Topics include network components, user accounts and groups, network file systems, file system security, NDS security, NDPS printing, application management, and workstation management. (3 Lec., 4 Lab.)

ITNW 1425 Fundamentals of Networking (4)

(This is a WECM course number. Former course prefix/number CISC 2370.)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1433 Microsoft Networking Essentials (4)

(This is a WECM course number. Former course prefix/number CISC 2370.)

Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1437 Introduction to the Internet (4)

(This is a WECM course number. Former course prefix/number CISC 1376.)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. (3 Lec., 4 Lab.)

ITNW 1446 Microsoft Exchange Server 5.5 Series - Concepts and Administration (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skills development in the day-to-day management of an established Exchange Server Organization using Microsoft Exchange Server. (3 Lec., 4 Lab.)

ITNW 1448 Implementing and Supporting Windows NT Workstation 4.0 (4)

(This is a WECM course number.)

Skills development in the management of Windows NT Workstation 4.0 as a desktop operating system and as a networked client. (3 Lec., 4 Lab.)

ITNW 1452 Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2465 and CISC 2373.)

A course in the skill development for set up, configuration, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. (3 Lec., 4 Lab.)

ITNW 1454 Implementing and Supporting Windows NT Server 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2488.)

A course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows NT Server 4.0 in a networked computing environment. (3 Lec., 4 Lab.)

ITNW 1456 Implementing Microsoft Internet Explorer 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to the architecture and features of Microsoft® Internet Explorer version 4.0. Topics include set up, configuration, use, and deployment of Internet Explorer in a network environment. (3 Lec., 4 Lab.)

ITNW 1492 Special Topics in Business Systems Networking and Telecommunications (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITNW 2313 Networking Hardware (3)

(This is a WECM course number.)

Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec.)

ITNW 2317 Network Security (3)

(This is a WECM course number.)

Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (2 Lec., 2 Lab.)

ITNW 2321 Networking with TCP/IP (3)

(This is a WECM course number.)

Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec.)

ITNW 2330 Fundamentals of Internetworking (3)

(This is a WECM course number. Former course prefix/number CISC 2379.)

Prerequisite: ITNW 1321 or instructor approval. Advanced concepts of internetworking to include internetworking devices and protocols. Topics include the OSI Reference Model, distance vector and link state routing protocols, routers and bridges. (2 Lec., 2 Lab.)

ITNW 2337 Network Management Using ManageWise (3)

(This is a WECM course number.)

Prerequisite: ITNW 1420 or instructor approval. Instruction in the implementation of ManageWise. Topics include monitoring critical systems on an internetwork, troubleshooting printing problems, and optimizing network performance. (2 Lec., 2 Lab.)

ITNW 2342 Novell Directory Services (NDS) Design and Implementation for NetWare 5 (3)

(This is a WECM course number. Former course prefix/number CISC 2378.)

Prerequisite: ITNW 2438 or instructor approval. A course in designing and implementing Novell Directory Services (NDS). Topics include partitioning, replication, time synchronization, and strategies for directory tree structure and object placement. (2 Lec., 2 Lab.)

ITNW 2352 Administering Microsoft SQL Server 7.0 (3)

(This is a WECM course number.)

Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft® SQL Server™ client/server database management system version 7.0. (2 Lec., 2 Lab.)

ITNW 2401 Administering Microsoft Windows NT (4)

(This is a WECM course number. Former course prefix/number CISC 2462 and CISC 2484.)

Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network. (3 Lec., 4 Lab.)

ITNW 2413 Networking Hardware (4)

(This is a WECM course number. Former course prefix/number CISC 2488.)

Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec., 4 Lab.)

ITNW 2417 Network Security (4)

(This is a WECM course number.)

Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (3 Lec., 4 Lab.)

ITNW 2421 Networking with TCP/IP (4)

(This is a WECM course number.)

Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec., 4 Lab.)

ITNW 2431 Novell Service and Support (4)

(This is a WECM course number. Former course prefix/number CISC 2497.)

Prerequisite: ITNW 2342 and ITNW 2438 or instructor approval. Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. (3 Lec., 4 Lab.)

ITNW 2435 Network Troubleshooting and Support (4)

(This is a WECM course number. Former course prefix/number CISC 2485.)

Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. (3 Lec., 4 Lab.)

ITNW 2438 NetWare 5 Advanced Administration (4)

(This is a WECM course number. Former course prefix/number CISC 2461.)

Prerequisite: ITNW 1321 or ITNW 1343 and ITNW 1420 or instructor approval. Skill development in the configuration and administration of a NetWare 5 network. Topics include upgrading to NetWare 5, upgrading to queue-based printing to Novell Distributed Print Services, optimizing the NetWare server, installing and configuring a FastTrack web server and FTP server on a NetWare server, configuring a NetWare 5 server and workstations for Domain Name Service (DNS) and Dynamic Host Configuration Protocol (DHCP). (3 Lec., 4 Lab.)

ITNW 2441 NetWare: Integrating Windows NT (4)

(This is a WECM course number. Former course prefix/number CISC 2466.)

Prerequisite: ITNW 1420 and ITNW 2438 or instructor approval. Skill development in integrating Windows NT and NetWare. Topics include administering and managing NT workstations, NT servers, and network-based applications in a mixed NetWare and Windows NT environment. (3 Lec., 4 Lab.)

ITNW 2449 Securing Intranets with Border Manager (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Prerequisite: ITNW 1420 or instructor approval. Instruction in the implementation of BorderManager including installation, administration, maintenance, and implementation of access control and troubleshooting components. (3 Lec., 4 Lab.)

ITNW 2451 Microsoft Windows NT Core Technologies (4)

(This is a WECM course number. Former course prefix/number CISC 2463 and CISC 2471.)

Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system. (3 Lec., 4 Lab.)

ITNW 2452 Administering Microsoft SQL Server 7.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft SQL ServerTM client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITNW 2453 Supporting Microsoft Proxy Server 2.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to Microsoft Proxy Server 2.0 including installation, configuration, and troubleshooting Basic architecture, methods of controlling Internet access, using Internet Service Manager to administer Proxy Server, configuring the cache, enhancing Performance Monitor, and methods of improving performance. (3 Lec., 4 Lab.)

ITNW 2454 Internet/Intranet Server (4)

(This is a WECM course number.)

Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. (3 Lec., 4 Lab.)

ITNW 2456 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies (4)

(This is a WECM course number. Former course prefix/number CISC 2464 and CISC 2484.)

This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. (3 Lec., 4 Lab.)

ITNW 2457 Windows 2000 Active Directory (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Advanced concepts of planning and implementing Microsoft Windows 2000 Active Directory in an enterprise environment. (3 Lec., 4 Lab.)

ITNW 2458 Microsoft Exchange Server 5.5 Series - Design and Implementation (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

An in-depth study of electronic messaging using Microsoft Exchange Server 5.5. (3 Lec., 4 Lab.)

ITNW 2459 Creating and Managing a Web Server Using Microsoft Internet Information Server (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Instruction in the installation configuration, and implementation of Microsoft Internet Information Server (IIS). (3 Lec., 4 Lab.)

ITNW 2471 Administering Microsoft SMS 2.0 (4)

(This is a local need course number. Former course prefix/number CISC 2484.)

Prerequisite: ITNW 2451. Instruction in the administration of Systems Management Server (SMS) 2.0. Topics include client discovery and installation, software distribution, hardware and software inventory, software metering, and remote tools. (3 Lec., 4 Lab.)

ITNW 2472 Displaying and Supporting Microsoft SMS 2.0 (4)

(This is a local need course number. Former course prefix/number CISC 2484.)

Instruction in deploying and supporting Microsoft Systems Management Server (SMS) 2.0. Topics include designing sites, organizing a site hierarchy, planning for resource needs, installing clients, site-to-site communications, and troubleshooting site installation problems. (3 Lec., 4 Lab.)

ITSC 1191 Special Topics in Computer and Information Sciences, General (1)

(This is a WECM course number. Former course prefix/number CISC 2170 and ITSW 1192.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1291 Special Topics in Computer and Information Sciences, General (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1391 Special Topics in Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 2372 and ITSW 1392.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. COSC 1300 will meet this requirement.

ITSC 1401 Introduction to Computers (4)

(This is a WECM course number. Former course prefix/number CISC 1470.)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 Lec., 4 Lab.)

ITSC 1402 Computer Control Language (4)

(This is a WECM course number. Former course prefix/number CISC 2470 and ITSW 1402.)

Prerequisite: ITSC 1411, AS/400 Operating System I for AS/400 platform or ITSC 1407, UNIX Operating System I for UNIX platform or instructor consent. Skill development in the use of system control language on mini/mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. (3 Lec., 3 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)

(This is a WECM course number. Former course prefix/number CISC 2478.)

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1407 UNIX Operating System I (4)

(This is a WECM course number. Former course prefix/number CISC 1480 and ITSW 1406.)

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (3 Lec., 3 Lab.)

ITSC 1413 Internet/Web Page Development (4)

(This is a WECM course number.)

Instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. This course may be repeated when topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1425 Personal Computer Hardware (4)

(This is a WECM course number. Former course prefix/number CISC 2480.)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. (3 Lec., 3 Lab.)

ITSC 1491 Special Topics in Computer and Information Sciences, General (4)

(This is a WECM course number. Former course prefix/number CISC 2484 and ITSW 1492.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 2435 Application Problem Solving (4)

(This is a WECM course number. Former course prefix/number CISC 1471.)

Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. (3 Lec., 4 Lab.)

ITSC 2437 UNIX Operating System II (4)

(This is a WECM course number. Former course prefix/number CISC 2490 and ITSW 2436.)

Prerequisite: ITSC 1407 or instructor consent. Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. (3 Lec., 3 Lab.)

ITSC 2439 Personal Computer Help Desk (4)

(This is a WECM course number.)

Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

ITSE 1191 Special Topics in Computer Programming (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Introduction to Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1373.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to the creation of enterprise-level applications and the use of appropriate design tools and technology with Microsoft Visual Studio 6.0. (3 Lec., 4 Lab.)

ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skill development in the creation of database applications using component object model (COM). (3 Lec., 4 Lab.)

ITSE 1445 Introduction to Oracle SQL and PL/SQL (4)

(This is a WECM course number.)

An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). (3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)

(This is a WECM course number. Former course prefix/number CISC 2479.)

Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec., 4 Lab.)

ITSE 1491 Special Topics in Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 2313 Web Authoring (3)

(This is a WECM course number.)

Prerequisite: IMED 2349. Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and advanced authoring tools. (2 Lec., 4 Lab.)

ITSE 2349 Advanced Visual BASIC Programming (3)

(This is a WECM course number.)

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2359 Advanced Computer Programming (3)

(This is a WECM course number. Former course prefix/number ITNW 2378.)

Further applications of programming techniques. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2401 Introduction to Windows Programming Using C++ (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows using C++. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 2405 Introduction to Windows Programming (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1472.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)

(This is a WECM course number.)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

ITSE 2421 Introduction to Object-Oriented Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2487.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. (3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 Lec., 4 Lab.)

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITSE 2437 Assembly Language Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2475.)

Prerequisite: Any ITSE programming course or instructor consent. Comprehensive coverage of low-level computer operations and architecture. Includes design, development, testing, implementation, and documentation of programs; language syntax; data manipulation; input/output devices and operations; and file access. (3 Lec., 4 Lab.)

ITSE 2439 Advanced Windows Programming Using C++ (4)

(This is a WECM course number.)

Prerequisite: ITSE 2401 or instructor consent. Further applications of windows programming techniques using C++ including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2443 Advanced Windows Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 2405 or instructor consent. Further applications of windows programming techniques, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2447 Advanced Database Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2472.)

Prerequisite: ITSE 2409 or instructor consent. Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

In-depth development of client/server solutions using component object modeling (COM). (3 Lec., 4 Lab.)

ITSE 2454 Advanced Oracle SQL and PL/SQL (4)

(This is a WECM course number.)

Prerequisite: ITSE 1445 or instructor consent. A continuation of Oracle SQL and PL/SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. (3 Lec., 4 Lab.)

ITSE 2456 Oracle Database Administration I (4)

(This is a WECM course number.)

Fundamentals of the tasks and functions required of a database administrator. Topics include managing database files; managing table spaces, segments, extents, and blocks; start up and shut down of an Oracle instance and database; managing users, privileges and resources; using National Language and Support (NLS) features; and creation of an operational database. (3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. (3 Lec., 4 Lab.)

ITSE 2458 Oracle Database Administration II (4)

(This is a WECM course number.)

Prerequisite: ITSE 2456 or instructor consent. A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. (3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSW 1280 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1401 Introduction to Word Processing (4)

(This is a WECM course number. Former course prefix/number CISC 1474)

An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)

(This is a WECM course number. Former course prefix/number CISC 2476.)

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)

(This is a WECM course number. Former course prefix/number CISC 2481.)

Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)

(This is a WECM course number. Former course prefix/number CISC 2375.)

Prerequisite: ITSC 1401 Introduction to Computers or instructor consent. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. (3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)

(This is a WECM course number. Former course prefix/number OFCT 2372.)

Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)

(This is a WECM course number.)

Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)

(This is a WECM course number.)

Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. (3 Lec., 4 Lab.)

JAPN 1300 Beginning Japanese (3)

(This is a common course number.)

This course is an introduction to Japanese speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study Japanese for more than one semester enroll in Japanese 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Japanese 1311 and wish to continue their studies of Japanese may register for Japanese 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1603025113)

JAPN 1411 Beginning Japanese (4)

(This is a common course number. Former course prefix/number JPN 101)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Japanese customs, culture, and institutions are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

JAPN 1412 Beginning Japanese (4)

(This is a common course number. Former course prefix/number JPN 102)

Prerequisite: Japanese 1411 or the equivalent. This course continues the conversation, reading, writing, and grammar begun in Japanese 1411. Students are expected to acquire a substantial amount of vocabulary, and will continue study of Japanese culture, customs, and institutions. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025113)

JAPN 2311 Intermediate Japanese (3)

(This is a common course number. Former course prefix/number JPN 201)

Prerequisite: Japanese 1411 and Japanese 1412 or the equivalent. This course is designed to further develop students' overall language proficiency through advanced reading, listening, speaking and writing exercises. Japanese language structures, vocabulary and the phonetic system are reviewed. The study of culture and institutions is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025213)

JAPN 2312 Intermediate Japanese (3)

(This is a common course number. Former course prefix/number JPN 202)

Prerequisite: Japanese 2311 or the equivalent. This course is a continuation of Japanese 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025213)

NOTE: These courses carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1129 Student Publications (1)

(Former course prefix/number JN 106. The common course number is COMM 1129.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 1307 Introduction to Mass Communications (3)

(Former course prefix/number JN 101. The common course number is COMM 1307.)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035106)

JOUR 1335 Survey of Broadcasting (3)

(Former course prefix/number JN 203. The common course number is COMM 1335.)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035206)

JOUR 2129 Student Publications (1)

(Former course prefix/number JN 104. The common course number is COMM 2129.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 2130 Student Publications (1)

(Former course prefix/number JN 105. The common course number is COMM 2130.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 2309 News Editing and Copy Reading (3)

(Former course prefix/number JN 204. The common course number is COMM 2309.)

Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

(Coordinating Board Academic Approval Number 0904015306)

JOUR 2311 News Gathering and Writing (3)

(Former course prefix/number JN 102. The common course number is COMM 2311.)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing; advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015706)

JOUR 2315 News Gathering and Writing II (3)

(Former course prefix/number JN 103. The common course number is COMM 2315.)

Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015806)

JOUR 2327 Principles of Advertising (3)

(Former course prefix/number JN 202. The common course number is COMM 2327.)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015106)

KREN 1470 Beginning Korean I (4)

(This is a unique need course.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. By the end of the semester, students are expected to master Hangul, the Korean writing system. Customs and cultural insights are presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603999313)

KREN 1471 Beginning Korean II (4)

(This is a unique need course.)

Prerequisite: Korean 1470 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Korean 1470. Students are expected to acquire substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603999313)

KREN 2370 Intermediate Korean I (3)

(This is a unique need course.)

Prerequisite: Korean 1471 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1603999213)

KREN 2371 Intermediate Korean II (3)

(This is a unique need course.)

Prerequisite: Korean 2370 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Korean 2370. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. This course also concentrates on the introduction of approximately 120 Chinese characters related to Korean vocabulary words. (3 Lec.)
(Coordinating Board Academic Approval Number 1603999213)

LIBR 1370 College Library Research Methods and Materials (3)

(This is a unique need course. Former course prefix/number LS 102.)

This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.)
(Coordinating Board Academic Approval Number 2501019112)

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.).

The following MATH courses meet the requirements for Core Curriculum EXCEPT: TECM 1303, TECM 1317, TECM 1341 and TECM 1349.

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)

(This is a common course number. Former course prefix/number MTH 101.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015419)

MATH 1316 Plane Trigonometry (3)

(This is a common course number. Former course prefix/number MTH 102.)

Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015319)

MATH 1324 Mathematics for Business and Economics (3)

(This is a common course number. Former course prefix/number MTH 111.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1325 Business Calculus and Applications (3)

(This is a common course number. Former course prefix/number MTH 112.)

Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1332 College Mathematics I (3)

(This is a common course number. Former course prefix/number MTH 115.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1350 Fundamentals of Mathematics I (3)

(This is a common course number.)

Prerequisite: Math 1314 or Math 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1351 Fundamentals of Mathematics II (3)

(This is a common course number.)

Prerequisite: MATH 1350, College Algebra or the equivalent. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015619)

MATH 1370 Business Calculus and Applications II (3)

(This is a unique need course.)

Prerequisite: Mathematics 1325. This course includes applications of differential equations, functions of several variables, least squares modeling, multiple integrals, and infinite series. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned.)

MATH 1414 College Algebra (4)

(Former course prefix/number MTH 103.)

Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015419)

MATH 2305 Discrete Mathematics (3)

(This is a common course number. Former course prefix/number MTH 215.)

Prerequisite: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

MATH 2315 Calculus III (3)

(This is a common course number. Former course prefix/number MTH 226.)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MATH 2318 Linear Algebra (3)

(This is a common course number. Former course prefix/number MTH 221.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016119)

MATH 2320 Differential Equations (3)

(This is a common course number. Former course prefix/number MTH 230.)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015119)

MATH 2342 Introductory Statistics (3)

(This is a common course number. Former course prefix/number MTH 202.)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

MATH 2412 Precalculus Mathematics (4)

(This is a common course number. Former course prefix/number MTH 109.)

Prerequisite: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015819)

MATH 2414 Calculus II (4)

(This is a common course number. Former course prefix/number MTH 225.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MATH 2418 Linear Algebra (4)

(This is a common course number. Former course prefix/number MTH 221.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (4 Lec.)

(Coordinating Board Academic Approval Number 2701016119)

MATH 2420 Differential Equations (4)

(This is a common course number. Former course prefix/number MTH 230.)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2703015119)

MATH 2442 Introductory Statistics (4)

(This is a common course number.)

Prerequisite: Two years of high school algebra and an appropriate test scores or Developmental Mathematics 0093 or Developmental Mathematics 0099. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (4 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

MATH 2513 Calculus I (5)

(This is a common course number. Former course prefix/number MTH 124.)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MCHN 1352 Intermediate Machine Shop I (3)

(This is a WECM course number. Former course prefix/number ENGT 1371.)

Operation of drills, milling machines, lathes, and power saws. Introduction to precision measuring techniques. Includes operation and programming of computer numerical control (CNC) machines. (1 Lec., 6 Lab.)

MRKG 1311 Principles of Marketing (3)

(This is a WECM course number. Former course prefix/number MRKT 2370.)

Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

MTRC 1408 Motorcycle Chassis and Drive Systems (4)

(This is a WECM course number. Former course prefix/number ETMC 1475.)

Theory of operation, servicing procedures, and problem diagnosis of motorcycle chassis, final drive systems, wheels, brakes, frames, and suspensions with emphasis on troubleshooting for handling and rideability problems. (3 Lec., 4 Lab.)

MUAP 1101-1181 Applied Music-Minor (1)

These courses are open to students enrolled in music theory, ensembles, and other music major and minor courses. They provide private instruction in the student's secondary area and consist of a one-half hour lesson a week. Private music may be repeated for credit. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)

(This is a common course number. Former course prefix/number MUS 124.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1105 Applied Music-Viola (1)

(This is a common course number. Former course prefix/number MUS 125.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1109 Applied Music-Cello (1)

(This is a common course number. Former course prefix/number MUS 126.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1113 Applied Music-Double Bass (1)

(This is a common course number. Former course prefix/number MUS 127.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1115 Applied Music-Electric Bass (1)

(This is a common course number. Former course prefix/number MUS 141.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1117 Applied Music-Flute (1)

(This is a common course number. Former course prefix/number MUS 128.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1121 Applied Music-Oboe (1)

(This is a common course number. Former course prefix/number MUS 129.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1125 Applied Music-Bassoon (1)

(This is a common course number. Former course prefix/number MUS 131.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1129 Applied Music-Clarinet (1)

(This is a common course number. Former course prefix/number MUS 130.)

(Coordinating Board Academic Approval Number 5009035426)

MUAP 1133 Applied Music-Saxophone (1)
(This is a common course number. Former course prefix/number MUS 132.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1137 Applied Music-Trumpet (1)
(This is a common course number. Former course prefix/number MUS 133.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1141 Applied Music-French Horn (1)
(This is a common course number. Former course prefix/number MUS 134.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1145 Applied Music-Trombone (1)
(This is a common course number. Former course prefix/number MUS 135.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1149 Applied Music-Baritone (1)
(This is a common course number. Former course prefix/number MUS 136.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1153 Applied Music-Tuba (1)
(This is a common course number. Former course prefix/number MUS 137.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1157 Applied Music-Percussion (1)
(This is a common course number. Former course prefix/number MUS 138.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1158 Applied Music-Drum Set (1)
(This is a common course number. Former course prefix/number MUS 143.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1161 Applied Music-Guitar (1)
(This is a common course number. Former course prefix/number MUS 140.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1165 Applied Music-Organ (1)
(This is a common course number. Former course prefix/number MUS 122.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1169 Applied Music-Piano (1)
(This is a common course number. Former course prefix/number MUS 121.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1177 Applied Music-Harp (1)
(This is a common course number. Former course prefix/number MUS 139.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1181 Applied Music-Voice (1)
(This is a common course number. Former course prefix/number MUS 123.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2201 Applied Music-Violin (2)
(This is a common course number. Former course prefix/number MUS 224.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2201- 2281 Applied Music-Concentration (2)
These courses are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's concentration and consist of one hour of instruction per week. Private music may be repeated for credit. (1 Lec.)

MUAP 2205 Applied Music-Viola (2)
(This is a common course number. Former course prefix/number MUS 225.)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)
(This is a common course number. Former course prefix/number MUS 226.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2213 Applied Music-Double Bass (2)
(This is a common course number. Former course prefix/number MUS 227.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a common course number. Former course prefix/number MUS 241.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2217 Applied Music-Flute (2)
(This is a common course number. Former course prefix/number MUS 228.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2221 Applied Music-Oboe (2)
(This is a common course number. Former course prefix/number MUS 229.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2225 Applied Music-Bassoon (2)
(This is a common course number. Former course prefix/number MUS 231.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2229 Applied Music-Clarinet (2)
(This is a common course number. Former course prefix/number MUS 230.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2233 Applied Music-Saxophone (2)
(This is a common course number. Former course prefix/number MUS 232.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2237 Applied Music-Trumpet (2)
(This is a common course number. Former course prefix/number MUS 233.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2241 Applied Music-French Horn (2)
(This is a common course number. Former course prefix/number MUS 234.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2245 Applied Music-Trombone (2)
(This is a common course number. Former course prefix/number MUS 235.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2249 Applied Music-Baritone (2)
(This is a common course number. Former course prefix/number MUS 236.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2253 Applied Music-Tuba (2)
(This is a common course number. Former course prefix/number MUS 237.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2257 Applied Music-Percussion (2)
(This is a common course number. Former course prefix/number MUS 238.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2258 Applied Music-Drum Set (2)
(This is a common course number. Former course prefix/number MUS 243.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2261 Applied Music-Guitar (2)
(This is a common course number. Former course prefix/number MUS 240.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2265 Applied Music-Organ (2)
(This is a common course number. Former course prefix/number MUS 222.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2269 Applied Music-Piano (2)
(This is a common course number. Former course prefix/number MUS 221.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2277 Applied Music-Harp (2)
(This is a common course number. Former course prefix/number MUS 239.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2281 Applied Music-Voice (2)
(This is a common course number. Former course prefix/number MUS 223.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2301 Applied Music-Violin (3)
(This is a common course number. Former course prefix/number MUS 254.)
(Coordinating Board Academic Approval Number 5009035426)

MUEN 1122 Jazz Ensemble (1)
(This is a common course number. Former course prefix/number MUS 184/MUSI 1125.)
Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035526)

MUEN 1131 Keyboard Ensemble (1)
(This is a common course number. Former course prefix/number MUS 174/MUSI 1132.)
Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1134 Guitar Ensemble (1)
(This is a common course number. Former course prefix/number MUS 103/MUSI 1137.)
Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1135 Percussion Ensemble (1)
(This is a common course number. Former course prefix/number MUS 173/MUSI 1138.)
Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1136 String Ensemble (1)
(This is a common course number. Former course prefix/number MUS 175/MUSI 1139.)
Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1137 Symphonic Wind Ensemble (1)
(This is a common course number. Former course prefix/number MUS 176/MUSI 1140.)
Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1151 Vocal Ensemble (1)
(This is a common course number. Former course prefix/number MUS 155/MUSI 1143.)
Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035826)

MUEN 1152 Chamber Ensemble (1)

(This is a common course number. Former course prefix/number MUS 177/MUSI 1151.)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUEN 1153 Madrigal Singers (1)

(This is a common course number. Former course prefix/number MUS 156/MUSI 1152.)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUEN 2141 Chorus (1)

(This is a common course number. Former course prefix/number MUS 150/MUSI 2143.)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

MUSI 1116 Musicianship I (1)

(This is a common course number. Former course prefix/number MUS 161.)

Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045626)

MUSI 1117 Musicianship II (1)

(This is a common course number. Former course prefix/number MUS 162.)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045626)

MUSI 1160 Italian Diction (1)

(This is a common course number. Former course prefix/number MUS 105.)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 1161 English Diction (1)

(This is a common course number. Former course prefix/number MUS 108.)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 1181 Piano Class I (1)

(This is a common course number. Former course prefix/number MUS 117.)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

MUSI 1182 Piano Class II (1)

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075126)

MUSI 1183 Voice Class I (1)

(This is a common course number. Former course prefix/number MUS 151.)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085126)

MUSI 1184 Voice Class II (1)

(This is a common course number. Former course prefix/number MUS 152.)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085126)

MUSI 1192 Guitar Class I (1)

(This is a common course number. Former course prefix/number MUS 119.)

An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. May be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 1193 Guitar Class II (1)

(This is a common course number. Former course prefix/number MUS 120.)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 1263 Jazz Improvisation (2)

(This is a common course number. Former course prefix/number MUS 115.)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036526)

MUSI 1300 Foundations of Music I (3)

(This is a common course number. Former course prefix/number MUS 113.)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045426)

MUSI 1304 Foundations of Music II (3)

(This is a common course number. Former course prefix/number MUS 114.)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045426)

MUSI 1306 Music Appreciation (3)

(This is a common course number. Former course prefix/number MUS 104.)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025126)

MUSI 1308 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 110.)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025226)

MUSI 1309 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 111.)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025226)

MUSI 1310 History of Jazz/Rock Music (3)

(This is a common course number. Former course prefix/number MUS 166.)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025326)

MUSI 1311 Music Theory I (3)

(This is a common course number. Former course prefix/number MUS 145.)

Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045126)

MUSI 1312 Music Theory II (3)

(This is a common course number. Former course prefix/number MUS 146.)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045126)

MUSI 1386 Composition (3)

(This is a common course number. Former course prefix/number MUS 203.)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045326)

MUSI 1390 Digital Music Production (3)

(This is a common course number. Former course prefix/number MUS 153/MUSI 1372.)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045826.)

MUSI 1391 Digital Music Production (3)

(This is a common course number. Former course prefix/number MUS 154/MUSI 1373.)

Prerequisite: Successful completion of Music 1390 or demonstrated competence approved by the instructor. This course is a continuation of Music 1390 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009045826.)

MUSI 2116 Musicianship III (1)

(This is a common course number. Former course prefix/number MUS 271.)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2117 Musicianship IV (1)

(This is a common course number. Former course prefix/number MUS 272.)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2160 German Diction (1)

(This is a common course number. Former course prefix/number MUS 107.)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 2161 French Diction (1)

(This is a common course number. Former course prefix/number MUS 106.)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 2181 Piano Class III (1)

(This is a common course number. Former course prefix/number MUS 217.)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2182 Piano Class IV (1)

(This is a common course number. Former course prefix/number MUS 218.)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2311 Music Theory III (3)

(This is a common course number. Former course prefix/number MUS 245.)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 2312 Music Theory IV (3)

(This is a common course number. Former course prefix/number MUS 246.)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 9176 Recital (1)

(Former course prefix/number MUS 199.)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009030026)

NUTR 1322 Principles of Nutrition (3)

(Former course prefix/number NTR 101. Common Course Number is HECO 1322.)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025109)

PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 100.)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities and physical assessments where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1102 Beginning Soccer (1)

(This is a common course number. Former course prefix/number PEH 104.)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1104 Beginning Softball (1)

(This is a common course number. Former course prefix/number PEH 112.)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1107 Intramural Athletics (1)

(This is a common course number. Former course prefix/number PEH 116.)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1109 Beginning Golf (1)

(This is a common course number. Former course prefix/number PEH 118.)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1110 Beginning Tennis (1)

(This is a common course number. Former course prefix/number PEH 119.)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1111 Beginning Bowling (1)

(This is a common course number. Former course prefix/number PEH 120.)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1114 Beginning Swimming (1)

(This is a common course number. Former course prefix/number PEH 123.)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep-water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1116 Conditioning Exercise (1)

(This is a common course number. Former course prefix/number PEH 125.)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1117 Beginning Basketball and Volleyball (1)

(This is a common course number. Former course prefix/number PEH 127.)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1119 Beginning Weight Training (1)

(This is a common course number. Former course prefix/number PEH 131.)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1120 Beginning Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 132.)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1121 Beginning Jogging (1)

(This is a common course number. Former course prefix/number PEH 133.)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1122 Outdoor Education (1)

(This is a common course number. Former course prefix/number PEH 134.)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1123 Beginning Walking for Fitness (1)

(This is a common course number. Former course prefix/number PEH 135.)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1124 Beginning Aerobics (1)

(This is a common course number. Former course prefix/number PEH 137.)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1125 Aquatic Fitness (1)

(This is a common course number. Former course prefix/number PEH 143.)

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1130 Intermediate Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 200.)

Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1131 Intermediate Soccer (1)

(This is a common course number. Former course prefix/number PEH 204.)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1132 Intermediate Softball (1)

(This is a common course number. Former course prefix/number PEH 212.)

Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1134 Intermediate Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 215.)

Basic skills and techniques of fitness-related activities are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1136 Intermediate Golf (1)

(This is a common course number. Former course prefix/number PEH 218.)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1137 Intermediate Tennis (1)

(This is a common course number. Former course prefix/number PEH 219.)

Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1140 Intermediate Swimming (1)

(This is a common course number. Former course prefix/number PEH 223.)

The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1141 Intermediate Weight Training (1)

(This is a common course number. Former course prefix/number PEH 231.)

Skills and instruction in weight training techniques are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1142 Intermediate Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 232.)

Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1144 Intermediate Walking for Fitness (1)

(This is a common course number. Former course prefix/number PEH 235.)

Students participate in a low impact exercise walking program beyond the beginning level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1145 Intermediate Aerobics (1)

(This is a common course number. Former course prefix/number PEH 237.)

This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1146 Intermediate Basketball (1)

(This is a common course number. Former course prefix/number PEH 239.)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1147 Intermediate Volleyball (1)

(This is a common course number. Former course prefix/number PEH 240.)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1148 Intermediate Baseball (1)

(This is a common course number. Former course prefix/number PEH 241.)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1150 Intermediate Bowling (1)

(This is a common course number. Former course prefix/number PEH 220.)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1164 Beginning Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 115.)

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085223)

PHED 1251 Scuba Diving (2)

(Former course prefix/number PEH 225/PHED 2270)

This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085323)

PHED 1252 Advanced Open Water Scuba (2)

(Former course prefix/number PEH 228/PHED 2271)

Prerequisite: Physical Education 1251 or appropriate certifying agency entry level certificate. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085323)

PHED 1304 Health for Today (3)

(This is a common course number. Former course prefix/number PEH 101.)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015116)

PHED 1306 Advanced First Aid and Emergency Care (3)

(This is a common course number. Former course prefix/number PEH 257.)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015316)

PHED 1308 Sports Officiating I (3)

(This is a common course number. Former course prefix/number PEH 147.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045109)

PHED 1309 Sports Officiating II (3)

(This is a common course number. Former course prefix/number PEH 148.)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045109)

PHED 1321 The Coaching of Football and Basketball (3)

(This is a common course number. Former course prefix/number PEH 236.)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3105065123)

PHIL 1301 Introduction to Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101.)

An introduction to the ideas about such things as the good life, reality, God, the acquisition and characteristics of knowledge, and the nature of humans. Students will evaluate both ancient and modern theories about these issues in terms of their logic, historical significance, and meaning in everyday life, as they practice the methods for doing philosophy. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015112)

PHIL 1313 Critical Thinking (3)

(Former course prefix/number PHI 103/PHIL 1370.)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015712)

PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105.)

The critical and correct construction and analysis of arguments using induction, deduction and scientific reasoning. Students will practice analyzing fallacies, definitions, analogies, and uses of language. They will learn to use some of the elementary tools of formal logic, such as Venn diagrams, truth tables, and formal proofs using the rules of inference. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015212)

PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203.)

Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015312)

PHIL 2307 Introduction to Social and Political Philosophy (3)

(This is a common course number. Former course prefix/number PHI 202.)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015412)

PHIL 2316 History of Ancient Philosophy (3)

(This is a common course number. Former course prefix/number PHI 207.)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015512)

PHIL 2317 History of Modern Philosophy (3)

(This is a common course number. Former course prefix/number PHI 208.)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015512)

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

PHOT 1316 Introduction to Photography and Photojournalism (3)

(Former course prefix/number PHO 110. Common Course Number is COMM 1316.)

Prerequisite: None. Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015506)

PHOT 1317 Advanced Photography and Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317.)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015512)

PHOT 2325 Introduction to Digital Imaging (3)

(Former course prefix/number PHO 124. Common Course Number is COMM 2325.)

Prerequisite: Photography 1316 or Art 2356 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015306)

PHOT 2326 Advanced Digital Imaging (3)

(Former course prefix/number PHO 125. Common Course Number is COMM 2326.)

Prerequisite: Photography 2325 is required. In addition, Photography 1316 or Art 2356 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015306)

PHOT 2356 Commercial Photography I (3)

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356.)

Prerequisite: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055126)

PHTC 1349 Photo Digital Imaging I (3)

(This is a WECM course number. Former course prefix/number MULT 1383 or RFTV 2378 or VCOM 2382.)

Prerequisite: IMED 1301. Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation. (2 Lec., 4 Lab.)

PHTC 2349 Photo Digital Imaging II (3)

(This is a WECM course number. Former course prefix/number MULT 2374.)

Prerequisite: PHTC 1349 or PHOT 2325. Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. (2 Lec., 4 Lab.)

PHYS 1401 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 111.)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015303)

PHYS 1402 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 112.)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015303)

PHYS 1405 Concepts in Physics (4)

(This is a common course number. Former course prefix/number PHY 117.)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015103)

PHYS 1407 Concepts in Physics (4)

(This is a common course number. Former course prefix/number PHY 118.)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015103)

PHYS 1411 Fundamentals of Astronomy (4)

(This is a common course number. Former course prefix/number AST 111.)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1412 General Introductory Astronomy (4)

(This is a common course number. Former course prefix/number AST 112.)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1415 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 118.)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015103)

PHYS 1417 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 119.)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401.

(3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015103)

PHYS 2425 General Physics (4)

(This is a common course number. Former course prefix/number PHY 201.)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015403)

PHYS 2426 General Physics (4)

(This is a common course number. Former course prefix/number PHY 202.)

Prerequisite: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015403)

POFI 1301 Computer Applications I (3)

(This is a WECM course number. Former course prefix/number OFCT 1377.)

Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2373.)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1345 Integrated Software Applications II (3)
(This is a WECM course number. Former course prefix/number OFCT 1380.)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)

(This is a WECM course number. Former course prefix/number OFCT 1380.)

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)

(This is a WECM course number. Former course prefix/number OFCT 1379.)

Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)

(This is a WECM course number. Former course prefix/number OFCT 2372.)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)

(This is a WECM course number. Former course prefix/number OFCT 1171.)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. (2 Lab.)

POFT 1192 Special Topics in Administrative Assistant/Secretarial Science, General (1)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (1 Lec.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lab.)

POFT 1207 Proofreading and Editing (2)

(This is a WECM course number.)

Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. (1 Lec., 2 Lab.)

POFT 1292 Special Topics in Administrative Assistant/Secretarial Science, General (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)

(This is a WECM course number.)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)

(This is a WECM course number. Former course prefix/number OFCT 1373.)

Prerequisite: Basic keyboarding skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)

(This is a WECM course number.)

Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. (2 Lec., 2 Lab.)

POFT 1319 Records and Information**Management I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1371.)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)

(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

POFT 1325 Business Math and Machine**Applications (3)**

(This is a WECM course number. Former course prefix/number OFCT 1372.)

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. (2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document**Formatting (3)**

(This is a WECM course number. Former course prefix/number OFCT 1375.)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)

(This is a WECM course number.)

Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1382 Cooperative Education-General**Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7371.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

POFT 1383 Cooperative Education-General**Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1392 Special Topics in Administrative**Assistant/Secretarial Science, General (3)**

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1393 Special Topics in General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 1270.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1493 Special Topics in General Office/Clerical and Typing Services (4)

(This is a WECM course number. Former course prefix/number OFCT 1370.)

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 4 Lab.)

POFT 2203 Speed and Accuracy Building (2)

(This is a WECM course number. Former course prefix/number OFCT 1173.)

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)

(This is a WECM course number. Former course prefix/number OFCT 1376.)

Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 2312 Business Communications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)

(This is a WECM course number.)

Experience in project management and office procedures utilizing integration of previously learned skills. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7372.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

POFT 2383 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7472.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2388 Internship-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7372.)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

PORT 1311 Beginning Portuguese (3)

(This is a common course number.)

This course is an introduction to Portuguese speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study Portuguese for more than one semester enroll in Portuguese 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Portuguese 1311 and wish to continue their studies of Portuguese may register for Portuguese 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

PORT 1411 Beginning Portuguese (4)

(This is a common course number. Former course prefix/number POR 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

PORT 1412 Beginning Portuguese (4)

(This is a common course number. Former course prefix/number POR 102.)

Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Portuguese 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

PORT 2311 Intermediate Portuguese (3)

(This is a common course number. Former course prefix/number POR 201.)

Prerequisite: Portuguese 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609045213)

PORT 2312 Intermediate Portuguese (3)

(This is a common course number. Former course prefix/number POR 202.)

Prerequisite: Portuguese 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)

(Coordinating Board Academic Approval Number 1609045213)

PSYC 2301 Introduction to Psychology (3)

(This is a common course number. Former course prefix/number PSY 101.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015125)

PSYC 2302 Applied Psychology (3)

(This is a common course number. Former course prefix/number PSY 202.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015225)

PSYC 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number PSY 103.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015325)

PSYC 2314 Developmental Psychology (3)

(This is a common course number. Former course prefix/number PSY 201.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015125)

PSYC 2316 Psychology of Personality (3)

(This is a common course number. Former course prefix/number PSY 205.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015725)

PSYC 2319 Social Psychology (3)

(This is a common course number. Former course prefix/number PSY 207.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process; attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015125)

PSYC 2371 Current Issues in Psychology (3)

(This is a unique need course. Former course prefix/number PSY 211/PSYC 2370/PSYC 2340)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned.)

QCTC 1343 Quality Assurance (3)

(This is a WECM course number. Former course prefix/number ELET 2272 or ENGT 1271.)

Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (3 Lec.)

RELE 1105 Uniform Standards of Professional Appraisal Practices (1)

(This is a WECM course number.)

Provides instruction on current provisions of the Uniform Standards of Professional Appraisal Practice (USPAP). (1 Lec.)

RELE 1191 Special Topics in Real Estate (1)

(This is a WECM course number. Former course prefix/number REAL 2170.)

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

RELE 1201 Principles of Real Estate (2)

(This is a WECM course number.)

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course must be taken concurrently with RELE 2209. (2 Lec.)

RELE 1291 Special Topics in Real Estate (2)

(This is a WECM course number. Former course prefix/number REAL 2270.)

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

RELE 1301 Principles of Real Estate (3)

(This is a WECM course number. Former course prefix/number REAL 1370.)

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

RELE 1303 Real Estate Appraisal (3)

(This is a WECM course number. Former course prefix/number REAL 1374.)

A study of the central purposes and functions of an appraisal, social, and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

RELE 1307 Real Estate Investment (3)

(This is a WECM course number. Former course prefix/number REAL 2371.)

Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. (3 Lec.)

RELE 1309 Real Estate Law (3)

(This is a WECM course number. Former course prefix/number REAL 1375.)

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. (3 Lec.)

RELE 1311 Law of Contracts (3)

(This is a WECM course number. Former course prefix/number REAL 1376.)

Includes the elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. (3 Lec.)

RELE 1315 Property Management (3)

(This is a WECM course number. Former course prefix/number REAL 2372.)

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act. (3 Lec.)

RELE 1319 Real Estate Finance (3)

(This is a WECM course number. Former course prefix/number REAL 1371.)

An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. (3 Lec.)

RELE 1321 Real Estate Marketing (3)

(This is a WECM course number. Former course prefix/number REAL 1372.)

A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. (3 Lec.)

RELE 1323 Real Estate Computer Application (3)

(This is a WECM course number.)

A study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Includes data base mapping interest and software application. (3 Lec.)

RELE 1324 Loan Origination and Quality Control (3)

(This is a WECM course number. Former course prefix/number MOBA 1170 or MOBA 1370.)

An introduction to the mortgage loan application process. Topics include regulatory compliance and documentation; real estate contracts; the mortgage application process, interview techniques; credit, income and property qualification, quality controls and procedures. (3 Lec.)

RELE 1325 Real Estate Mathematics (3)

(This is a WECM course number. Former course prefix/number REAL 1378.)

Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. (3 Lec.)

RELE 1327 Real Estate Commercial Appraisal (3)

(This is a WECM course number. Former course prefix/number REAL 1373.)

Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value. (3 Lec.)

RELE 1329 Fundamentals of Environmental Issues (3)

(This is a WECM course number. Former course prefix/number BPMT 2375.)

A study of environmental issues affecting the real estate industry including hazardous substances, underground storage tanks, and wetlands. (3 Lec.)

RELE 1381 Cooperative Education - Real Estate (3)

(This is a WECM course number. Former course prefix/number REAL 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning objectives vary. (1 Lec., 20 Ext.)

RELE 1391 Special Topics In Real Estate (3)

(This is a WECM course number. Former course prefix/number REAL 2374.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

RELE 2209 Principles of Real Estate II (2)

(This is a WECM course number.)

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course must be taken concurrently with RELE 1201. (2 Lec.)

RELE 2301 Law of Agency (3)

(This is a WECM course number. Former course prefix/number REAL 1379.)

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. (3 Lec.)

RELE 2305 Real Estate Inspections (3)

(This is a WECM course number. Former course prefix/number REAL 2373.)

A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone and steel units. The Texas Real Estate Commission Promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems. (3 Lec.)

RELE 2331 Real Estate Brokerage (3)

(This is a WECM course number. Former course prefix/number REAL 2370.)

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

RELE 2380 Cooperative Education - Real Estate (3)

(This is a WECM course number.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

RELE 2381 Cooperative Education - Real Estate (3)

(This is a WECM course number.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

RELE 2388 Internship - Real Estate (3)

(This is a WECM course number. Former course prefix/number REAL 7471.)

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. (9 Ext.)

RELE 2389 Internship - Real Estate (3)

(This is a WECM course number. Former course prefix/number REAL 7472.)

A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. (9 Ext.)

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

RELI 1304 Major World Religion (3)

(Former course prefix/number REL 201. The common course number is PHIL 1304.)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015212)

RELI 1317 The History and Literature of the Bible (3)

(Former course prefix/number REL 105/RELI 1372.)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people (3 Lec.)

(Coordinating Board Academic Approval Number 3802015112)

RELI 2321 Contemporary Religious Problems (3)

(Former course prefix/number REL 102/RELI 1371.)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying (3 Lec.)

(Coordinating Board Academic Approval Number 3802015312)

RUSS 1411 Beginning Russian (4)

(This is a common course number.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1604025113)

RUSS 1412 Beginning Russian (4)

(This is a common course number.)

Prerequisite: Russian 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Russian 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1604025113)

RUSS 2311 Intermediate Russian (3)

(This is a common course number.)

Prerequisite: Russian 1411 and 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1604025213)

RUSS 2312 Intermediate Russian (3)

(This is a common course number.)

Prerequisite: Russian 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Russian 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through literature. (3 Lec.)

(Coordinating Board Academic Approval Number 1604025213)

SMFT 1343 Semiconductor Manufacturing Technology I (3)

(This is a WECM course number. Former course prefix/number ELET 2374 or SEMI 1370.)

A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice. (2 Lec., 2 Lab.)

SMFT 2343 Semiconductor Manufacturing Technology II (3)

(This is a WECM course number. Former course prefix/number ELET 2375 or SEMI 2370.)

Prerequisite: SMFT 1343 and CETT 1429. The continuation of Semiconductor Manufacturing I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting. (2 Lec., 2 Lab.)

SOCI 1301 Introduction to Sociology (3)

(This is a common course number. Former course prefix/number SOC 101.)

This course is a sociological study of social behavior, processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015125)

SOCI 1306 Social Problems (3)

(This is a common course number. Former course prefix/number SOC 102.)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015225)

SOCI 2301 Marriage, Family, and Close Relationships (3)

(This is a common course number. Former course prefix/number SOC 203.)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015425.)

SOCI 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number SOC 103.)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015325)

SOCI 2319 Race, Ethnicity and Community (3)

(This is a common course number. Former course prefix/number SOC 204.)

This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

SOCI 2326 Social Psychology (3)

(This is a common course number. Former course prefix/number SOC 207.)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015125)

SOCI 2372 Communication and Negotiation Skills for Conflict Resolution (3)

(This is a unique need course.)

This course teaches how to recognize negative communication styles and the technique necessary to break impasses, and create options or agreement; skills include how to build an atmosphere that fosters negotiation and how to mediate "win-win" solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 4511019225)

SOCI 2373 Introduction to Mediation (3)

(This is a unique need course.)

This course defines the process of mediation, its history and development, and examines theories of conflict resolution and negotiation. Explores the use of mediation in domestic, commercial, educational, and other settings. Within each of these contexts, laws, ethics, gender considerations, psychology, sociology, and cultural diversity will be explored. (3 Lec.)

(Coordinating Board Academic Approval Number 4511019125)

SPAN 1100 Spanish Conversation (1)

(Former course prefix/number SPA 107.)

Prerequisite: Spanish 1411 or Spanish 1412. This course is a further exploration of the Spanish language through creative problem-solving while utilizing the basic elements of the Spanish language. The course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 1609055413)

SPAN 1311 Beginning Spanish (3)

(This is a common course number.)

This course is an introduction to Spanish speaking, oral comprehension, reading, writing, grammar, and culture. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609055113)

SPAN 1411 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055113)

SPAN 1412 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 102.)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055113)

SPAN 2306 Spanish Conversation (3)

(This is a common course number. Former course prefix/number SPA 207.)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. This course may be repeated for credit. Topics vary from semester to semester. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055413)

SPAN 2311 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 201.)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213)

SPAN 2312 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 202.)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213)

SPAN 2316 Spanish for Business I (3)

(This is a common course number. Former course prefix/number SPA 211/SPAN 2371.)

Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business, including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213)

SPAN 2317 Spanish for Business II (3)

(This is a common course number. Former course prefix/number SPA 212/SPAN 2372.)

Prerequisite: Spanish 2316 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function using Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213.)

SPAN 2321 Introduction to Spanish Literature (3)

(This is a common course number. Former course prefix/number SPA 203.)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

SPAN 2322 Introduction to Spanish Literature (3)

(This is a common course number. Former course prefix/number SPA 204.)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055313)

SPCH 1311 Introduction to Speech Communication (3)

(This is a common course number. Former course prefix/number SC 101.)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015112)

SPCH 1315 Fundamentals of Public Speaking (3)

(This is a common course number. Former course prefix/number SC 105.)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015312)

SPCH 1342 Voice and Articulation (3)

(This is a common course number. Former course prefix/number SC 109.)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015812)

TECA 1303 Family and the Community (3)

(This is an academic transfer credit course number.)

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)

(Coordinating Board Academic Approval Number 2001075109)

TECA 1311 Introduction to Early Childhood Education (3)

(This is an academic transfer credit course number.)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. If you enroll in this academic transfer credit course, you must also enroll in course CDEC 1174. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015109)

TECA 1318 Nutrition, Health and Safety (3)

(This is an academic transfer credit course number.)

A study of nutrition, health, and safety, including community health, universal health precautions, and legal implications. Practical applications of these principles in a variety of settings. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015209)

TECA 1354 Child Growth and Development (3)

(This is an academic transfer credit course number.)

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. If you enroll in this academic transfer credit course you may also be required to enroll in course CDEC 1175. (3 Lec.)

(Coordinating Board Academic Approval Number 1907065209)

TECM 1317 Technical Trigonometry (3)

(This is a WECM course number. Former course prefix/number MTH 196/MATH 1375.)

Prerequisite: TECM 1341. Study of triangular measurement and calculation in technical applications. Presentation of trigonometry ratio, solution of right triangles, oblique triangles, and vector analysis as used in industrial applications. (3 Lec.)

TECM 1341 Technical Algebra (3)

(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. Application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, and manipulation of powers and roots. Emphasis on stated word problems relevant to technical and vocation occupations. (3 Lec.)

TECM 1349 Technical Math Applications (3)

(This is a WECM course number. Former course prefix/number MTH 297/MATH 2370.)

Prerequisite: TECM 1317. Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry. (3 Lec.)

TRVM 1117 Cruises (1)

(This is a WECM course number.)

Current issues and trends related to the cruise industry. Includes a discussion of the many types of cruise lines and the reasons for the popularity of this mode of travel. (1 Lec.)

TRVM 1166 Practicum -Travel and Tourism (1)

(This is a WECM course number.)

Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (7 Ext.)

TRVM 1191 Special Topics in Travel and Tourism (1)

(This is a WECM course number. Former course prefix/number TRAV 1171.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 16 Ext.)

TRVM 1266 Practicum - Travel and Tourism (2)

(This is a WECM course number.)

Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (14 Ext.)

TRVM 1291 Special Topics in Travel and Tourism (2)

(This is a WECM course number. Former course prefix/number TRAV 1273.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 2 Lab.)

TRVM 1300 Introduction to Travel and Tourism (3)

(This is a WECM course number. Former course prefix/number TRAV 1370.)

An overview of the travel industry. Emphasis on travel careers and the impact on society. In addition, this course includes transportation, lodging, hospitality, cruise, group, tours, parks convention centers, governmental agencies and associations. (3 Lec.)

TRVM 1308 Travel Destinations I - Western Hemisphere (3)

(This is a WECM course number. Former course prefix/number TRAV 1376.)

Study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasis on the culture, customs, climate, physical features, language, currency, tourist, and seasonal attractions. In addition this course includes the study of tourism destination including natural and man-made attractions in each country. (3 Lec.)

TRVM 1323 Group Tour Operations (3)

(This is a WECM course number.)

A study of the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising, and promotion, group dynamics, and tour guide qualifications. (3 Lec.)

TRVM 1325 Exposition and Trade Show Management (3)

(This is a WECM course number. Former course prefix/number TRAV 1372.)

A broad-based introduction to the principles and skills required for the management of expositions. Examination of the fundamental business philosophy of expositions and their position in the marketplace. An overview of the major issues in exposition management including needs assessment, budget strategies, site selection, floor plan development, contractor relationships, sales and marketing and related management issues. (3 Lec.)

TRVM 1327 Hospitality and Special Events (3)

(This is a WECM course number.)

Focus on planning and managing special events in the meeting planning area. An overview of the entire sequence of events from conceptual stage of the first meeting through completion of the event. Emphasis on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event. (3 Lec.)

TRVM 1331 Introduction to Hospitality Industry (3)

(This is a WECM course number.)

An exploration of the hospitality industry with emphasis on history and development. Topics include food, beverage, and lodging management. (3 Lec.)

TRVM 1341 Travel Destinations II - Eastern Hemisphere (3)

(This is a WECM course number. Former course prefix/number TRAV 2372.)

Study of countries located in the Eastern Hemisphere including Europe, Asia, Africa, Middle East, Commonwealth of Independent States, Australia, and New Zealand. Emphasis on the culture, customs, climate, physical features, language, currency, tourist and specific seasonal attractions. In addition this course will include the study of tourism destinations including natural and man-made attractions in countries located in the Eastern Hemisphere. (3 Lec.)

TRVM 1345 Travel and Tourism Sales and Marketing Techniques (3)

(This is a WECM course number. Former course prefix/number TRAV 1371.)

A study of marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Coverage of the marketing mix in travel, market segmentation, market planning, and the use of advertising and other communication techniques. Emphasis on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel. (3 Lec.)

TRVM 1349 Travel Operations I (3)

(This is a WECM course number. Former course prefix/number TRAV 1274.)

A study of manual travel agency operations and basic hands-on computerized reservation techniques and manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares and miscellaneous related information. (2 Lec., 3 Lab.)

TRVM 1391 Special Topics in Travel and Tourism (3)

(This is a WECM course number. Former course prefix/number TRAV 1374.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

TRVM 1491 Special Topics in Travel and Tourism (4)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (4 Lec.)

TRVM 2301 Introduction to Convention/Meeting Management (3)

(This is a WECM course number. Former course prefix/number TRAV 1170.)

Overview of the meetings and conventions industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, functions and meeting room setup, and audiovisual requirements. (3 Lec.)

TRVM 2331 Convention and Exposition Law and Ethics (3)

(This is a WECM course number. Former course prefix/number TRAV 1270.)

Application of general legal principles and statutory requirement for meetings, conventions and trade shows. Emphasis on ethical considerations to problems faced by meeting planners, hotels, and convention centers in the negotiation and implementation of agreements for meetings and similar events. In addition this course will cover legal issues for travel and suppliers. (3 Lec.)

TRVM 2333 Applied Convention/Meetings Management (3)

(This is a WECM course number. Former course prefix/number TRAV 2373.)

Prerequisite: TRVM 2301. Discussion of meeting planning with emphasis on the key areas of meeting management. Topics include needs assessment, identifying meeting objectives, program development, facility selection, negotiations, contracts, meeting and function space set-up, promotion and publicity, budgeting, evaluation, and legal issues. (3 Lec.)

TRVM 2341 International Meeting Management (3)

(This is a WECM course number. Former course prefix/number TRAV 2374.)

Prerequisite: TRVM 2301. A discussion of meeting planning notes and responsibilities in an international context. Topics address foreign currency, customs and laws, shipping, international planning resources, marketing, and language interpretation. (3 Lec.)

TRVM 2343 Exposition Service Contracting (3)

(This is a WECM course number. Former course prefix/number TRAV 2375.)

Prerequisite: TRVM 1325. A study of logistical support systems of expositions and trade shows. Topics include designing floor plans, installation and dismantling of exhibits, freights, and drayage abilities, contracting labor, and working with unions. Instruction in selecting service contractors and hall management. (3 Lec.)

TRVM 2355 Exposition and Trade Show Operations (3)

(This is a WECM course number. Former course prefix/number TRAV 2376.)

Prerequisite: TRVM 1325. A discussion of management of the specific problems of trade shows and exhibitions, including design, construction, and regulation. Logistics for planning events, including crowd control, special effects, lighting, decorations and audio. Procedures for conduction fairs, festivals, sporting events, and grand openings. (3 Lec.)

TRVM 2367 Practicum - Travel and Tourism (3)

(This is a WECM course number.)

Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

TRVM 2380 Cooperative Education - Travel and Tourism (3)

(This is a WECM course number. Former course prefix/number TRAV 7371.)

Prerequisite: Student must have completed basic courses including: TRVM 1300 and TRVM 2301. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

TRVM 2437 Travel Industry Operations II (4)

(This is a WECM course number. Former course prefix/number TRAV 2273.)

Prerequisite: TRVM 1349. Continuation of the study of airline computer reservation systems. Emphasis on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules and routing, and explaining these to a passenger. (3 Lec., 2 Lab.)

TRVM 2467 Practicum - Travel and Tourism (4)

(This is a WECM course number.)

Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (28 Ext.)

VIET 1370 Beginning Vietnamese (3)

(This is a unique need course.)

This course is an introduction to Vietnamese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Vietnamese for more than one semester enroll in Vietnamese 1470, which includes an extra hour of lab per week (and one extra hour of credit for the course). Students who successfully complete Vietnamese 1370 and wish to continue their studies of Vietnamese may register for Vietnamese 1471. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is to be assigned.)

VIET 1470 Beginning Vietnamese I (4)

(This is a unique need course.)

This course is a beginning course in Vietnamese. Oral practice, elementary reading and grammar will be stressed. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number is to be assigned.)

VIET 1471 Beginning Vietnamese II (4)

(This is a unique need course.)

Prerequisite: Vietnamese 1470 or the equivalent. This course continues the oral practice, elementary reading and grammar. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number is to be assigned.)

VIET 2370 Intermediate Vietnamese I (3)

(This is a unique need course.)

Prerequisite: Vietnamese 1471 or the equivalent. Reading, cultural background, conversation and composition are stressed in this course. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned.)

VIET 2371 Intermediate Vietnamese II (3)

(This is a unique need course.)

Prerequisite: Vietnamese 2370 or the equivalent. This course is a continuation of Vietnamese 2370, with stress on reading, cultural background, conversation and composition. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned.)

COLLEGE POLICIES & PROCEDURES

STUDENT CODE OF CONDUCT

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.

The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college President's Office or website at www.dcccd.edu.

PURPOSE

The purpose of Policies about student conduct and discipline are to provide guidelines for the educational environment of the college. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

POLICIES, RULES, AND REGULATIONS

Interpretation of Regulations: Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority: The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation: Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.

Standards of Due Process: Students who allegedly violate college policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

Accountability: Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

DEFINITIONS

Definitions to be used in this policy are as follows:

1. "Designated administrator" shall mean an administrator or the officer or officers directly responsible for student affairs in the college.
2. A "student" shall mean one who is currently enrolled in the college. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

6. "Published college regulation or policy" means standards of conduct or requirements located in the:
 - a. College catalog.
 - b. Board of Trustees policies and administrative procedures manual.
 - c. Student handbook.
 - d. Any other official publication.

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The president of the Bill J. Priest Institute for Economic Development and college president are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC or college regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the code of student conduct as well as JTC or college regulations; however, the remainder of the code is not applicable to such students. A JTPA student who allegedly violates the code and/or JTC or college regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the BJP Institute president or the college president. JTPA students may file grievances with the private industry council only.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the college's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with college policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

 - a. Copying from another student's test paper.
 - b. Using test materials not authorized by the person administering the test.
 - c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
 - d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.

- f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
13. Theft of property or of services on college premises or at college-sponsored activities.
14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud.
(Appropriate personnel at a college may be designated by college officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
 - a. specific beverage-related courses with the El Centro food service program, or
 - b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

When the vice president of Student Development (VPSD) or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or

policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

The VPSD will notify the complainant of the disposition of the complaint. If the VPSD dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.

The president or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the president or a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

SUMMONS

The VPSD shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Registrar's Office or shall be delivered personally to the student.

The letter shall direct a student to appear at a specific time and place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

The VPSD has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

DISPOSITION

At a conference with a student in connection with an alleged violation of this code, the VPSD shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
 - a. The voluntary acceptance of the penalty or penalties provided in this code.
 - b. Other appropriate penalties administered by the VPSD.
 - c. Without recourse by the student to hearing procedures provided herein.

The VPSP shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the VPSP (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The VPSP shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations.

NOTICE

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than ten (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses);
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
3. To have a parent or legal guardian present at the hearing;
4. To know the identity of each witness who will testify;
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
6. To cross-examine each witness who testifies.

FAILURE TO COMPLY WITH NOTICE

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

ROLE OF LEGAL COUNSEL

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

PRELIMINARY MATTERS

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

HEARING PROCEDURE

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a *private hearing*, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the VPSP, and the student with a parent or guardian if desired.
2. Before the hearing begins, the VPSP or the student may request that witnesses remain outside the hearing room.
3. The VPSP shall read the complaint.
4. The VPSP shall inform the student of his or her rights, as stated in the notice of hearing.
5. The VPSP shall present the college's case.
6. The student may present his or her defense.
7. The VPSP and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a *public hearing*, the committee shall proceed generally as follows:

1. Persons present: the complainant, the VPSP and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - a. Faculty Association
 - b. College Newspaper
 - c. College President

Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

2. Before the hearing begins, the VPSP or the student may request that witnesses remain outside the hearing room.

3. The VPSD shall read the complaint.
4. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
5. The VPSD shall present the college's case.
6. The student may present his or her defense.
7. The VPSD and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

EVIDENCE

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

RECORD

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions.

PETITION FOR ADMINISTRATIVE REVIEW

A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board through the President, the Chancellor, and the Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not *de novo*).

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

AUTHORIZED DISCIPLINARY PENALTIES

The VPSD (or office directly responsible for student affairs or discipline) or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus

except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.

11. "Expulsion" is permanent severance from the college.

A sanction imposed at one college shall apply to all colleges of the College District.

HAZING

1. Personal Hazing Offense

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

2. Definition

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

A student grievance is a college-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability or age.

SCOPE

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recom-

mendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate vice-president. If still not satisfied, the student may pursue the appeal to the college president whose decision is final.

SEXUAL HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location Human Resources personnel or location representatives selected by the highest level administrator at the location or formally to the vice chancellor of Educational Affairs as provided in the sexual harassment procedure.

INFORMAL PROCEDURES

Students who wish to file a College-related grievance should, but are not required to discuss it with the College employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice-president with a written presentation of the grievance. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

OTHER PROCEDURAL MATTERS

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.

FORMAL PROCEDURES

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice-president of student development (VPSD) or employee who is responsible for student development.
2. The VPSD or responsible employee will convene and chair the appeal committee.
3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.
4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee; it is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.
5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

BOARD ACTION

By law, the board of trustees is not required to take any action concerning a grievance, but is required to listen if the grievance is presented at a public meeting.

APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
 - a. the student's name and address;
 - b. the nature of the grievance, including the date it occurred;
 - c. the corrective action sought;

- d. any other relevant information.
 2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.
 3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
 - a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
 - b. require any student or employee to appear and testify;
 - c. question each individual who testifies; and
 - d. copy all documents.
- This is not an adversarial proceeding. A VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.
4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
 5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgment of a reasonable person.
 6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
 7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

Cedar Valley College

Dr. Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Brookhaven College

Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator
Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College

Jim Jones - Vice-President of Business Services
Section 504, Title II, and Title IX Coordinator

El Centro College

Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator
Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College

Dr. John Pruitt - Executive Dean of Learning Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College

Mary Ciminelli - Interim Dean of Student, Enrollment, Development & Student Retention
Section 504, Title II, and Title IX Coordinator

Richland College

Oscar Lopez - Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators
Tom McLaughlin - Dean of Students
Title IX Coordinator

COMPUTER USE POLICY

Purpose of Computer Use Policy

The college is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning,

the college encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The college also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the college encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the college's policies concerning computing use.

The chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

Use of College Resources

Use of college computing resources and facilities requires that individual users act in compliance with college policies and procedures, and failure to comply may result in restriction or revocation of access to college resources. Computing "resources and facilities" include, but are not limited to college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the college or by any user. The college provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the college. Any person who uses college computing resources and facilities through college-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the college. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), college policies and procedures, and contractual agreements. Employees who use college computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (Regulation). The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of the college. The college shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the college. Issuance of a password or other means of access is to assure appropriate confidentiality of college files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the college's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated college officials, or required by law and CR (Regulation).

Intellectual Property

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. College copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network

are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

Criminal and Illegal Acts

Computing resources of the college, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate college authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by the college to accomplish tasks related to the college's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the college;
2. is not harmful to the college;
3. is not a hindrance to the daily operations of the college; and
4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of the college's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other college users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All users must use these resources and facilities in accordance with college policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the college and/or referral to legal and law enforcement agencies, in accord with existing college policies and procedures. Individuals using the college's computing resources or facilities shall:

1. Use college computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of college computing accounts must be limited to authorized purposes. Use of college-owned resources and facilities shall be limited to college-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the college without the permission of those other computer users or the college. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:
 - a. breach of computer security
 - b. unauthorized access to computing resources
 - c. release of password or other confidential information on computer security
 - d. harmful access
 - e. alteration, damage, or destruction of data
 - f. injection of a destructive computer virus
 - g. invasion of privacy
 - h. reading files without authorization
 - i. criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment and/or discrimination using college computing resources and facilities in accord with the college's policy. It may be harassment if the behavior:
 - a. is unwelcome;
 - b. interferes with the user's ability, or the ability of others to work or study;
 - c. creates an intimidating, hostile or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the college systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The college respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. College regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Computer Software Policy

It is the policy of the college to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the college.

COMMUNICABLE DISEASE POLICY

Purpose: The college acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the president shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the colleges and District among students and employees.

Philosophy: The college's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Nondiscrimination

Students: No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

Confidentiality

The college shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

Education

The president shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees.

Each college shall have a communicable disease coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or

employee who has a communicable disease is strongly encouraged to report the disease to the coordinator.

Counseling

The communicable disease coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

FIREARMS POLICY

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. Campus crime statistics may be obtained from college police/security offices.

(Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542)

Texas Department of Health

Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus- Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/ Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of expo- sure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno- compromised hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environ- mental, social, or family exposure		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumo- coccal Poly- saccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplenia	Pregnancy	Immune response is better if vaccinated prior to splenectomy

ALERT!!

MEASLES (aka. rubella; Red Measles, Hard Measles, 10-day Measles)

Measles is a highly contagious viral disease. Antibiotics are NOT available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons, for these reasons it is strongly recommended that students of Institutions of Higher Education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose.

The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

TETANUS (aka. Lockjaw)

The illness caused by tetanus results from the poison produced by a bacteria. Again this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop Tetanus in the United States as many adults do not receive the recommended 10 year boosters. The Tetanus vaccine should be given in combination with the diphtheria vaccine.

POLIOMYELITIS

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

SECTION 51.933 TEX. EDU. CODE

The campus health centers have information regarding local providers of immunization services. Check with the health center for specific local information.

DCCCD Board of Trustees



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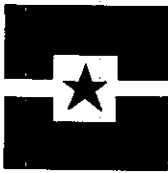
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Application for Admission

Dallas County Community College District

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, or disability.

SEMESTER YOU PLAN TO ENTER

- ☐ Fall (Aug. - Dec.) ☐ Spring (Jan. - May)
☐ Summer I (June) ☐ Summer II (July)

Please check the college you plan to attend. Type or print in ink and complete all items.

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-880-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-6599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

☐ **Bill J. Priest Institute**
1402 Corinth
Dallas, TX 75215-2181
214-860-5700

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER



--	--	--	--	--	--	--	--	--	--



GENDER *

☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.

Last

First

Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS

NUMBER

STREET

APARTMENT

CITY

STATE

ZIP

COUNTY

HOME PHONE NUMBER

()

WORK PHONE NUMBER

()

E-MAIL ADDRESS

ETHNICITY (How do you identify yourself?)*

☐ African American/Black (2)

☐ Asian or Pacific Islander (4)

☐ International/Non-Immigrant (6)

☐ American Indian or Alaskan Native (5)

☐ Hispanic/Latino (3)

☐ White/Non-Hispanic (1)

☐ Other (7)

MY PRIMARY LANGUAGE IS:*

INTERNATIONAL AND NON-IMMIGRANT STUDENTS (You must see an international student specialist.)

☐ I have F-1 student visa status.

☐ I have other non-immigrant status.

Type of VISA _____ Date Issued: _____ Expiration Date: _____

Country of Residence: _____

PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY

Name _____

Phone Number () _____

REASON FOR ATTENDING

I will take courses:

☐ To Earn a One-Year Certificate [APPN.CERT]

☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]

☐ To Improve Job Skills [APPN.J/R]

☐ To Transfer to a University [APPN.U/T]

☐ For Personal Interest [APPN.N/D]

☐ In Continuing Education/NonCredit [APPN.C/E]

☐ Uncertain [APPN.UNCERTAIN]

FOR OFFICE USE

Date Received:

Residency Code:

County Code:

How Admitted:

Term:

Citizen:

TASP Status:

Cond. Agreement:

Rising Star:

Tech Prep:

Dual Credit:

Staff:

EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED

CITY

STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?

☐ Yes (Year of Graduation _____)

☐ No (Last Year Attended _____)

☐ GED (Year Received _____)

Official transcripts for all previous college work (except DCCCD colleges) must be submitted.

List all colleges attended (INCLUDING DCCCD). Attach separate sheet, if necessary.

(List most recent first)

Name and Location (City and State)

Dates Attended

From (Mo/Yr) To (Mo/Yr)

Hours/ Credits

Degree, Cert. Received (if any)

Currently on Suspension

Y N

1.

2.

3.

4.

* Your responses to these questions are voluntary.

Continued on reverse side

DCCCD Home Page URL: [HTTP://WWW.DCCCD.EDU](http://www.dcccd.edu)

FORM NO. 0684-09/01

DOCUMENTATION & OATH REQUIREMENT

REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY? ☐ Yes ☐ No | HOW LONG HAVE YOU LIVED IN DALLAS COUNTY? Year(s) _____ Month(s) _____ | HOW LONG HAVE YOU LIVED IN TEXAS? Year(s) _____ Month(s) _____ | PREVIOUS STATE OR COUNTRY OF RESIDENCE _____

1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:

- ☐ I am a U.S. citizen.
☐ I have legal immigrant status: Permanent Resident, Refugee, Asylee, other.

Document / Card Number: _____
"Document must be viewed by Admissions Personnel"

- ☐ I have no documentation of formal status with federal immigration authorities.

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED

Last _____ First _____ Middle _____

- ☐ Parent
☐ Legal Guardian

HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____

IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

- ☐ Yes. If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that, by enrolling, I have received or will receive information about bacterial meningitis from the Dallas County Community College District as required by Section 51.9191 of the Texas Education Code.

Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes. If "Yes," month and year _____ ☐ No

APPLICANT'S SIGNATURE

DATE

The Admissions/Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

**DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS
BECOME THE PROPERTY OF THE COLLEGE AND MAY NOT BE RETURNED.**

